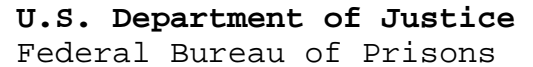


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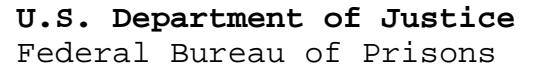
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Chapter 7, Pages 3 - 7 (CN-04)

4. ACTION. File this Change Notice in front of PS 3451.03, Awards Program, Incentive Awards, Bureau of Prisons.

\s\
Kathleen M. Hawk
Director



Change Notice

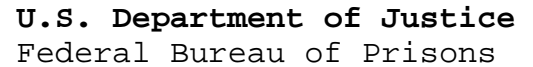
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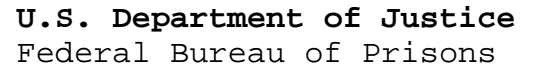
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Kathleen M. Hawk
Director



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Kathleen M. Hawk
Director



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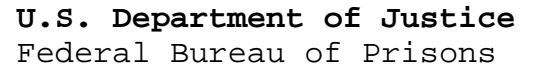
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Chapter 5, Pages 5 thru 10

- \s\
Kathleen M. Hawk
Director



Program Statement

OPI: HRM
NUMBER: 3451.03
DATE: May 10, 1994
SUBJECT: Awards Program, Incentive
Awards, Bureau of Prisons

1. PURPOSE AND SCOPE: To recognize and promptly reward exemplary contributions to the organization's efficiency and effectiveness. Merit shall be the sole basis for granting any award. The provisions of this Program Statement apply to all BOP employees at all organizational levels.

This Program Statement establishes the Incentive Awards Program as a key component within the BOP. In addition to presenting new incentive awards initiatives, the Program Statement also incorporates previously published policy and instructions into a logically structured guide to be used by Human Resource officials and supervisors in fulfilling their responsibilities in human resource management.

a. Directive Rescinded.

P.S. 3451.02 Awards Program, Incentive Awards, Bureau of
Prisons (11/06/89).

b. Directives Referenced

P.S. 3000.02 Human Resources Management Manual (11/01/93).

3. STANDARDS REFERENCED: None.

4. EMPLOYEE ACCESS: Employees may have access to any and all information in this Program Statement and may have copies of any portion. All Human Resource Managers shall assure that the Human Resource office copy of this Program Statement is current at all times and is readily available to employees.

\s\
Kathleen M. Hawk
Director

TABLE OF CONTENTS

CHAPTER 1: GENERAL ADMINISTRATION

100	Legal Basis and Regulatory Requirements	1-1
101	Purpose of Program	1-1
102	Eligibility	1-2
103	Delegation of Approving Authority and Responsibility	1-2
104	Administrative Responsibilities	1-4
105	Incentive Award Planning and Review Committee	1-5
106	Records and Reports	1-6
107	Publicity and Ceremonies	1-7
108	Nomination Forms	1-7
109	Funding	1-8
110	Processing Awards	1-8
111	Requests for Purchase	1-8
112	Training of Supervisors and Employees	1-9
113	Program Review	1-9
114	Institution Supplements	1-9
115	Comptroller General Decisions	1-9

CHAPTER 2: GUIDELINES FOR MONETARY AND NON-MONETARY AWARDS

200	General Information	2-1
201	Quality Step Increases	2-1
202	Special Achievement Award for Sustained Superior Performance	2-3
203	Superior Accomplishment Award Based on Special Acts or Service	2-4
	Tangible Benefits Award Table	2-7
	Intangible Benefits Award Table	2-8

CHAPTER 3: TIME-OFF AWARDS

300	General Information	3-1
301	Time-Off Awards	3-1

CHAPTER 4: SUPERIOR ACCOMPLISHMENT AWARDS FOR ADOPTED SUGGESTIONS

400	General Information	4-1
401	Program Description and Procedures	4-1

CHAPTER 5: MISCELLANEOUS OTHER BUREAU-SANCTIONED AWARDS PROGRAMS

500	General Information	5-1
501	Local Awards	5-1
502	Bureau of Prisons Recruitment Award Program	5-2
503	Superior Accomplishment Award for Foreign Language Skills	5-5
504	Expedited Incentive Awards	5-6
505	BOP Honorary Service Medals	5-7
506	Public Service Award	5-9
507	Correctional Workers Week Observance	5-10
508	Gainsharing: Travel Savings Award Program	5-10
* 509	Factory Gainsharing Award	5-14*

CHAPTER 6: BUREAUWIDE AWARDS

600	Introduction	6-1
601	Bureauwide Awards	
A.	Director's Awards	6-1
B.	Regional Director's Awards	6-2
C.	Administration Division Awards	6-3
D.	Community Corrections and Detention Division Awards	6-8
E.	Correctional Programs Division Awards	6-10
F.	Industries, Education, and Vocational Training Awards	6-12
G.	Health Services Division Awards	6-15
H.	Human Resource Management Division Awards	6-16
I.	Information, Policy, and Public Affairs Division Awards	6-17
J.	Office of the General Counsel Awards	6-19
K.	Program Review Division Awards	6-21
602	Nomination for Bureauwide Awards	6-23

CHAPTER 7: CAREER SERVICE RECOGNITION

700	General Information	7-1
701	Career Service Insignia (Pins)	7-1
702	Career Service Certificate	7-2
703	Significant Accomplishment Award - Transfer/Separation	7-2
704	Retirement Plaques	7-3
705	Retirement Timepieces	7-4
706	Retirement Letters	7-4
707	Recognition for Service of Deceased Employees	7-5
	Request for Presidential Retirement Letter	7-6
	Retiree Bibliographical Sketch	7-7
	Retirement Plaque Requisition	7-8

**CHAPTER 8: PUBLIC HEALTH SERVICE COMMISSIONER OFFICERS AWARDS
AND DECORATIONS**

800	General Information	8-1
801	Award Types	8-1

CHAPTER 9: DEPARTMENT OF JUSTICE AWARDS

900	General Information	9-1
901	Attorney General's (AG) Award for Exceptional Service	9-1
902	AG Award for Distinguished Service	9-2
903	John Marshall Awards	9-2
904	AG Award for Excellence in Law Enforcement	9-2
905	AG Award for Equal Employment Opportunity	9-3
906	AG Award for Upward Mobility	9-3
907	AG Meritorious Public Service Award	9-3
908	AG Award for Outstanding Service to DOJ Disabled Employees	9-4
909	AG Award for Excellence in Legal Support	9-4
910	AG Award for Excellence in Administrative Support	9-4
911	AG Award for Exceptional Heroism	9-4
912	AG Award for Excellence in Management	9-5
913	William French Smith Award for Outstanding Contribution to Cooperative Law Enforcement	9-5
914	Mary C. Lawton Lifetime Service Award	9-6

CHAPTER 10: AMERICAN CORRECTIONAL ASSOCIATION AWARDS

1000	General Information	10-1
1001	E. R. Cass Correctional Achievement Award	10-1
1002	Medal of Valor	10-1
1003	Peter P. Lejins Research Award	10-2
1004	Martin Luther King, Jr. Scholarship	10-2

CHAPTER 11: SENIOR EXECUTIVE SERVICE AND PRESIDENTIAL AWARDS

1100	General Information	11-1
1101	Distinguished and Meritorious Executive Awards	11-1
1102	SES Performance Awards (Bonuses)	11-2
1103	SES Superior Accomplishment Incentive Awards	11-3
1104	Comparison of SES Award Programs	11-3
1105	President's Award for Distinguished Federal Civilian Service	11-4
1106	Presidential Management Improvement Awards	11-5
1107	Presidential Letters of Commendation	11-6

CHAPTER 1: GENERAL ADMINISTRATION

100. LEGAL BASIS AND REGULATORY REQUIREMENTS

1. (a) Chapters 43, 45, 53 and 54 of title 5, U.S. Code
- (b) 5 CFR Part 430, Subpart E
- (c) 5 CFR Part 531, Subpart E
- (d) 5 CFR Part 451
- (e) Federal Personnel Manual (FPM) Chapters 451 and 531
- (f) FPM Supplement 451-1
- (g) DOJ Order 1430.3A, 04/14/87
- (h) DOJ Order 1451.1A, 12/14/78
- (i) DOJ Order 1531.1A, 04/12/77
- (j) DOJ Order 1540.1A, 03/17/87
- (k) DOJ Order PS 451-2, 11/19/84
- (l) Public Health Service Commissioned Corps Personnel Manual, Instruction 1 of Subchapter CC27.1 and Instruction 1 of CC27.9
- (m) DOJ Policies, Guidance and Procedures on Time-Off Awards, dated June 9, 1992
- (n) Federal Personnel Manual Supplement 920-1, Subchapter S9

101. PURPOSE OF PROGRAM

1. The purpose of the Bureau of Prisons Incentive Awards Program is to recognize and promptly reward employees who perform in an exemplary manner or make significant contributions to the efficiency and effectiveness of Bureau operations and to honor those who have served the government faithfully and well.

The integrity of the program will be preserved when meritorious awards are given expeditiously and only to those who are truly deserving of recognition. Merit will be the sole basis for granting any award. This will diminish inequities that could undermine the credibility of the awards program. Awards should be granted without regard to grade level or type of position.

Awards received within the past five years will be a factor when considering all employees for a promotion.

2. Employee recognition is extremely important to encourage and maintain employee morale and a high level of achievement. Unfortunately, this can have a negative impact on all employees if the recognition is awarded indiscriminately, without a clear connection between the award and the contributions made to the Bureau.

We need to ensure that in our efforts to recognize employees, we also remain cognizant of our public trust and fiscal responsibilities. In the interest of all taxpayers, it is of the

utmost importance that we maintain the integrity of the incentive

awards program. We must not indiscriminately grant awards. Always consider factors such as: impact, perception of others, and cost savings of the contribution being rewarded.

102. ELIGIBILITY

1. The Incentive Awards Program is applicable to all employees of the Federal Bureau of Prisons. Awards may be granted to former employees or to the estate of deceased employees if the contribution which serves as the basis for the award was made while the employees were in the service of the government. Honorary awards of moderate value may be granted to private citizens or organizations for significant contributions that benefit the Federal Bureau of Prisons.

* 2. Employees who receive an overall performance evaluation of "Outstanding" may be considered by the rating official for additional recognition such as a Quality Step Increase, cash or non-monetary award. *

3. United States Public Health Service (PHS) Officers assigned to Federal Bureau of Prisons facilities may receive awards under the PHS Commissioned Officers' Recognition Program, as described in Chapter 8. They may be granted non-monetary, honorary recognition; however, they are not eligible for cash awards.

103. DELEGATION OF APPROVING AUTHORITY AND RESPONSIBILITY

1. The Attorney General has overall responsibility for the Incentive Awards Program in the Department of Justice. She/He retains the authority to approve the Department's top honorary awards; to nominate other employees for awards granted by agencies and organizations other than the Department of Justice; to approve cash awards of more than \$5,000 and up to \$10,000; and to recommend to the Office of Personnel Management cash awards of more than \$10,000.

2. The Deputy Attorney General retains the approval authority on cash awards for SES employees. This authority does not pertain to awards that require the approval of the Attorney General.

3. Office of Attorney Personnel Management has the authority to approve awards for non-SES attorneys. Attorney awards of up to \$2,000, must be endorsed by the Regional Counsel and the Assistant Director, Office of General Counsel (OGC); similarly, awards ranging from \$2,001 to \$5,000, must also be endorsed by the Director, prior to forwarding to DOJ for approval. Time Off Awards for attorneys must be endorsed by the Regional Counsel and approved by the Assistant Director, OGC.

4. The Director, Federal Bureau of Prisons, is responsible for assuring effective administration of the Incentive Awards Program within the Federal Bureau of Prisons. The Director: a) approves the Director's awards contained in Chapter 6; b) recommends employees for awards that require DOJ approval or concurrence; and c) approves cash awards of more than \$2,000 and up to \$5,000 for all BOP employees.

5. The Assistant Directors are delegated the responsibility for: a) overseeing the operations of the Incentive Awards Program within their respective divisions; b) approving Quality Step Increases (QSI's), Time Off Awards (TOA's), and cash awards up to \$2,000 for all employees in their divisions; c) approving suggestions having Bureau-wide impact and suggestion awards when their division is the lead or is primarily impacted by the implementation of an approved suggestion; and d) approving all Bureau-wide divisional awards. (Note: Assistant Directors must obtain executive staff concurrence for all Bureau-wide divisional awards.)

Assistant Directors may also approve superior accomplishment (cash) awards for special acts or service of up to \$2,000 for employees outside of their own division (for accomplishments that benefit their divisions). In these circumstances, it is advisable to obtain concurrence from the employee's Warden, Regional Director, or Assistant Director.

6. The Assistant Director for Industries, Education and Vocational Training is delegated responsibility as outlined in paragraph 5, above. Approving authority is also delegated for all awards for UNICOR employees in institutions at the Assistant Department Head level and higher, along with Central Office controlled positions.

7. The Regional Directors are delegated the responsibility for overseeing the operations of the Incentive Awards Program within their regions, including: a) the approval of Regional Director's Awards contained in Chapter 6 of this Manual, (Note: Regional Directors must obtain executive staff concurrence for Regional Director's Awards contained in Chapter 6.) b) providing recommendations on all nominations for Bureau-wide awards, and c) approving suggestions for Region-wide implementation and/or referral of suggestions for Bureau-wide implementation. The Regional Director is the approving authority for QSI's, TOA's, and cash awards up to \$2,000, for regional and community services personnel, and for institutional staff when the award exceeds the Warden's delegated authority (except for attorneys and UNICOR employees at the Assistant Department Head level and higher).

Regional Directors may establish other requirements for award approvals in their regions.

8. Wardens are delegated the responsibility for ensuring there is a dynamic and fair Incentive Awards Program operating at the institutional level, with an institution supplement outlining all local policies and procedures. They are the approving authority for QSI's, TOA's, and cash awards up to \$1,000 for all institution employees except attorneys and for those UNICOR employees delegated to the Assistant Director for Federal Prison Industries, Education, and Training. Recommendations for awards

exceeding \$1,000 will be forwarded to the Regional Office for action at that level.

Wardens are also responsible for approving suggestions implemented at their institutions and for referral of suggestions to the Regional Office for region-wide or Bureau-wide implementation consideration.

9. Training Center Directors are delegated the responsibility for ensuring there is a dynamic and fair Incentive Awards Program operating at training centers, with a supplement outlining all local policies and procedures. They are the approving authority for QSI's, TOA's, and cash awards up to \$1,000 for all training center employees (except attorneys). Recommendations for awards exceeding \$1,000 will be forwarded for approval to the Assistant Director for Human Resource Management.

Training Center Directors are also responsible for approving suggestions implemented at their training centers and for referral of suggestions to the Central Office for Bureau-wide implementation consideration.

10. Redelegation of authority--The approving official of awards may redelegate approval authority to an official serving in an acting capacity. In no instance may the approving official also be the recommending official, except when the recommending official is the Director.

NOTE: The approving official must be at a management level higher than the recommending official.

104. ADMINISTRATIVE RESPONSIBILITIES

1. The Assistant Director, Human Resource Management Division has been delegated the responsibility for the overall administration of the Incentive Awards Program.

2. The Deputy Assistant Director, Human Resource Management Division provides the central administrative direction and review necessary for an effective awards program.

3. The BOP Incentive Awards Coordinator, Benefits, Awards, and Professional Development Section of the Human Resource Management Division will be the focal point of all issues concerning the Incentive Awards Program within the Bureau, serve as an information resource, and coordinate the collection and processing of Bureau-wide, Attorney General, and Government-wide awards.

4. The Senior Executive Service (SES) Coordinator will be the focal point for SES awards, including Presidential Rank awards, performance awards (bonuses), and SES superior accomplishment incentive awards.

5. Supervisors at all levels have primary responsibility for the successful conduct and promotion of the Incentive Awards Program by assuring that they keep themselves informed of all aspects of the program, encourage employees and inform them of the opportunities the program offers for personal and group recognition (which includes the employee suggestion program). They must review their own operations and evaluate results for the purpose of identifying employees whose individual or group contributions have led to significant improvements.

6. New ideas and suggestions are frequently instituted without undergoing the formalities of the suggestion program. Supervisors are responsible for recognizing situations of this type in which initiative surpassing their expectation is displayed. In these instances, the supervisor should submit a recommendation for a superior accomplishment award and/or encourage/assist the employee in submitting the idea through the suggestion program.

7. Regional Human Resource Managers and Institution Human Resource Managers will: a) ensure proper maintenance of records on awards and suggestions, b) provide management officials with adequate information to ensure their compliance with this program statement and the effective functioning of the program, c) determine eligibility for awards, d) process awards in accordance with law, regulation, and the direction provided by this program statement, and e) publicize award selections.

Institution, Training Center, and Regional Incentive Awards Coordinators should be designated.

8. Employees all share the responsibility for efficient and economical Government operations. Every employee should aspire to make contributions to Government operations of such significance as to warrant recognition through this program.

105. THE INCENTIVE AWARD PLANNING AND REVIEW COMMITTEE

1. The Bureau Incentive Award Planning and Review Committee (referred to as the Bureau Incentive Awards Committee) is concerned, on a Bureau-wide basis, with the overall effectiveness of the program and may make recommendations to the Assistant Director, Human Resource Management Division, with regard to the development of program policy, procedural issues, and promotional activities.

2. Similar committees must be operational at each institution, training center, regional office, and at the Central Office with Union representation as required by the Master Agreement. (The Central Office committee services Central Office employees only. The Bureau Committee has Bureau-wide responsibilities.)

3. Committees will serve as the reviewing body for suggestions and in making written recommendations as to approval, disapproval, nature and/or amount of suggestion awards. Committees may also review local awards as designated in institution supplements.

4. The Bureau Committee will include the Incentive Awards Coordinator, one member from each division, and a Union representative. The committee will meet on a quarterly or "as needed" basis.

5. The Regional Office Committees will include the Regional Incentive Awards Coordinator and representation from the major program areas. Institution Committees will include the Institution Incentive Awards Coordinator, representation from the local union, and any others designated by the Chief Executive Officer.

6. Each Central Office division may establish a committee to make recommendations to their respective Assistant Director.

106. RECORDS AND REPORTS

1. The central clearance and records point for the Incentive Awards Program will be the Human Resource Manager at each organizational location.

2. Incentive Awards Register: Each award nomination and employee suggestion is to be assigned a log number and recorded in an Incentive Awards Register. The register should be maintained on a fiscal year basis and include sufficient information to track the status of awards and suggestions. At a minimum, the register must include the employee's name, grade, type of award nomination, date received, date approved/denied, the dollar amount for cash awards and the number of hours for TOA awards. Written documentation is required for each incentive award, whether approved or disapproved.

Records of incentive award actions must reflect the status and disposition of each case initiated, and processed awards must include the actions and recommendations of Incentive Awards Committees. Specific documentation requirements are described in the section for each type of award. Files must be maintained to substantiate expenditure of funds.

The **Employee Awards System (EASY)** automated tracking system must be used as the incentive awards register at all locations for awards and suggestions.

3. Reports: An annual report must be submitted by each institution Human Resource Manager to the Regional Human Resource

Administrator by October 5th of each year, using OPM's Annual Incentive Awards Report, revised 11/92. Each Regional Human Resource Administrator will submit a consolidated report to the

Benefits, Awards, and Professional Development (BAPD) Section, Central Office, by October 20th of each year. (The reports from the Central Office Human Resource Office and the Training Center Human Resource Offices are due to BAPD by October 20th of each year.)

4. Official Personnel Folder: An SF-50, Notification of Personnel Action, must be processed for each QSI, TOA, and all cash awards. SF-50's for QSI's, Special Acts, TOAs, and Suggestion Awards must include a remark indicating the reason for the award. Example remark: "Time Off Award for initiating cost saving procurement practices."

5. Other Award Filing Requirements: Justification and award backup materials, as well as letters of appreciation/thanks will be filed in the Employee Performance Folder (EPF) for a period of two years. Copies of approved and disapproved suggestions are to be maintained for two years, in a file established for that purpose.

An inventory will be maintained of all purchased incentive award items. The nomination, with written justification and approval of a higher level manager, will be maintained in a file established for that purpose.

107. PUBLICITY AND CEREMONIES

1. All human resource offices are encouraged to publicize awards through newsletters and recalls. Employees of the Month/Quarter/Year, and Supervisors of the Quarter/Year selections, should be submitted to the Information, Policy, and Public Affairs Division for inclusion in the Monday Morning Highlights. (Use SENTRY ID: BOP PUBLIC INFO)

2. Privileged information contained in award nominations should not be publicized or otherwise discussed with anyone not involved in the selection process, except on a "need-to-know" basis. Award nominations should not be discussed with the nominee until the award has been approved.

3. Impact of the Privacy Act: Routine data for promotion and publicity purposes (e.g., name, grade, organizational location, photograph of awardee, type and amount of award, and description of contribution) is considered public information and, therefore, is not subject to the Privacy Act. Personal information (e.g., date of birth, home address, professional affiliations, employment history) may not be publicized without prior permission from the employee.

108. NOMINATION FORMS

1. Most awards are submitted on a memorandum form. Local forms may be developed, where appropriate.

2. To ensure uniformity in the Bureau-wide award nomination process there is only one standard nomination form. The Bureau-wide awards form, found on page 6-24 of Chapter 6, is to be used for all nominations for Bureau-wide awards outlined in Chapter 6.

This form may be reproduced locally.

3. Personnel Form 19 is recommended for submitting employee suggestions, although use of this form is not mandatory.

109. FUNDING

1. Funds will be issued to each facility at the beginning of each fiscal year. Incentive Award object class codes (1100 series) are to be used for processing all awards at the local level. Should a facility require additional incentive award funding, other budgetary institution resources must be utilized. NOTE: Object class codes are subject to monitoring to ensure that money allocated is being used for the purpose intended. Approved award recommendations may be deferred or denied due to budget curtailment or other unforeseen factors. In such cases, the affected employees should be so informed.

2. Central Office will fund Bureau-wide awards listed in Chapter 6. Human Resource Managers will receive instructions regarding the cost center to which each of these awards should be charged.

110. PROCESSING AWARDS -- REFER TO NFC PROCESSING INSTRUCTIONS

1. All Special Act, Suggestion, and TOA awards must include a remark on the SF-50 that indicates the reason for authorizing the award.

Example remark: "Special Act Award for preventing the escape of an inmate."

111. REQUESTS FOR PURCHASE

1. In order to ensure that each item purchased as an incentive award is used as intended, each purchase request for an award must be certified by the local Human Resource Manager. A copy of signed purchase requests and documentation of the distribution of incentive award items must be maintained by the Human Resource Manager.

2. Each Human Resource Manager will be required to sign the following statement which must be typed on each purchase request,

to include purchase requests for retirement plaques:

"I certify that the item(s) on this purchase request represent(s) incentive awards and will be distributed to employees only in accordance with the Office of Personnel Management, Department of Justice, and Federal Bureau of Prisons regulations on awards."

See Chapter 2, Superior Accomplishment Awards based on Special Acts or Service for more information about the purchase and distribution of incentive awards items.

112. TRAINING OF SUPERVISORS AND EMPLOYEES

1. The Human Resource Manager, in conjunction with the Employee Development Manager, is responsible for providing periodic training to managers, supervisors, and employees on the Incentive Awards Program. All employees should know the purpose, scope, and operation of the program. Supervisors should have a common understanding of the criteria used in granting awards. Employees should be aware of job expectations and requirements for excellent and outstanding performance.

113. PROGRAM REVIEW

1. The Incentive Awards Program will be reviewed through the management audit process directed by the Program Review Division. The intent of this review will be to determine the effect of the program on the improvement of operations, efficiency, economy, and morale, and to ensure that reports have been submitted as required.

114. INSTITUTION SUPPLEMENTS

1. All human resource offices for institutions, training centers, regional offices, and the central office (for central office employees) are to write a local supplement detailing all aspects of their Incentive Awards Program, to include a description of awards granted locally, the criteria/documentation requirements for each, and nomination/approval procedures.

115. COMPTROLLER GENERAL (CG) DECISIONS AND OTHER RELATED INFORMATION

1. B-227559 (March 23, 1988) - The CG agrees with the Office of Personnel Management's disapproval of incentive awards programs to **reduce sick leave usage**. OPM's rationale is that

sick leave is a statutory entitlement available to all government employees for use in appropriate circumstances, and awards for non-use are inappropriate.

2. B-233607 (October 26, 1989) and FPM Letter 451-7 (July 25, 1989) - The Director may authorize **travel expenses for attendance at a major award ceremony** of award recipients and one individual related to the recipient by blood or affinity, whose close association with the employee is the equivalent of a family relationship.

3. 65 Comp. Gen. 738 (1986) and 5 USC 4503 - While it is recognized that appropriated funds may not generally be used to provide free food to government employees, **refreshments** may be purchased and considered as a "necessary expense" **for an awards ceremony reception** if the agency determines that the reception with refreshments would materially enhance the ceremony.

4. B-236040 (October 9, 1990) - An agency may pay a fee, which includes a luncheon, for attendance at a Federal Executive Board regional award ceremony by agency employees who had been selected for awards as well as their supervisors.

5. B-240001 (February 9, 1991) - The Incentive Awards Act does not authorize giving T-shirts to Combined Federal Campaign contributors.

6. 56 Comp. Gen. 57 (1976) - A labor relations arbitrator may order an agency to prepare and submit an award recommendation, but cannot order the agency to actually make the award.

CHAPTER 2: GUIDELINES FOR MONETARY AND NON-MONETARY AWARDS

200. GENERAL INFORMATION

1. The Incentive Awards Program exists under legal and regulatory authority. These authorities are discussed in this Chapter, in Chapter 3 (Time Off Awards), and in Chapter 4 (Suggestions). Other awards described in this Manual are applications of these basic awards authorities.

2. All award nominations must be submitted in writing and be approved by the official defined in Chapter 1. The approving official must be at a higher level than the recommending official.

3. An award should be discussed with the nominee only after the award has been approved.

* 4. Employees who receive an overall performance evaluation of "Outstanding" may be considered by the rating official for additional recognition such as a Quality Step Increase, cash or non-monetary award. *

201. QUALITY STEP INCREASES (QSI)

1. Introduction: These are additional within-grade increases which augment the employee's basic pay. A QSI is appropriate when faster than normal advancement is warranted. Only General Schedule employees are eligible for QSI's.

Temporary employees are not eligible for QSI's.

2. Evaluation Criteria: A QSI may be considered only when the employee's most current overall performance rating of record is "outstanding". This level of achievement must have been sustained for at least six months in the same position prior to nomination. The supervisor must certify that the employee's level of performance is expected to continue in the same position. The employee must not have received any other performance awards (QSI's or SSP's) during the past 12 months and the same period of performance may not be used as justification for more than one QSI or SSP award. The evaluation should contain substantive information relating the employee's job performance to the performance standards. (Merely checking the "outstanding" block(s) is insufficient.)

Since a QSI increases the employee's future salary, a QSI may only be granted to an employee who is expected to remain in the same position at the same grade level. Therefore, a QSI is inappropriate for an employee who is about to receive or just received a promotion, for which the selection included consideration of the high level of performance the quality

increase would recognize.

An employee may be considered as expecting to remain in the same position if their change of position is the result of a career ladder promotion at the same (or a different) BOP facility.

Examples:

A Teacher, GS-9, who is expected to be promoted (non-competitively) to a GS-11, would not be precluded from receiving a QSI, either before or after promotion.

A Correctional Officer who receives an "outstanding" performance rating as a GS-7 and is competitively selected or actually promoted to a GS-8 Correctional Officer is not eligible to receive a QSI as a GS-7 (once selection is made) or as a GS-8 based on performance as a GS-7.

A GS-11 Case Manager at FMC Rochester who reassigns or is selected for reassignment as a GS-11 Case Manager at FCI Terminal Island would not be precluded from receiving a QSI based on the "outstanding" performance rating received at Rochester.

Some employees who are eligible for QSI's may actually benefit more from an SSP. In many circumstances when the employee is about to be promoted, the employee will benefit more from an SSP award than from a QSI because the latter may not provide a greater step in the grade to which they will be promoted. This should be discussed with the recommending official. An employee who is close to retirement will only benefit from a QSI for a short time. An employee who receives a QSI does not start a new waiting period to meet the time requirements for a regular within-grade increase; however, if a QSI places an employee in the fourth or seventh step of the grade, the waiting period for a regular within-grade increase is extended by 52 weeks. In the latter case it may, at times, be more beneficial to wait for the regular within grade increase, then nominate the employee for a QSI.

3. Form of Recognition: A pay action which permanently increases the employee's rate of basic pay equivalent to a within-grade increase.

4. Nomination Procedures: Normally, a QSI is recommended concurrent with the annual performance appraisal. The immediate supervisor is responsible for initiating the recommendation. When the performance evaluation contains substantial documentation of the employee's performance in relation to the performance standards, only a cover memorandum will be required as a nomination. Otherwise, nominations are to be submitted in a narrative format. All nominations must be supported by the employee's most recent performance appraisal. If the appraisal is more than sixty days old, a supplemental written statement of the reasons for granting the QSI will be required.

5. Selection Procedures: The approving official (in accordance with Chapter 1) will make the determination regarding the nominations. Disapproved recommendations will be discussed with the supervisor and returned.

202. SPECIAL ACHIEVEMENT AWARD FOR SUSTAINED SUPERIOR PERFORMANCE (SSP)

1. Introduction: This is a lump sum cash award granted in recognition of an employee's sustained superior performance which exceeds normal job requirements for a period of at least six months.

Temporary employees may be eligible for SSP awards, if all requirements are met.

SES employees are not eligible for SSP awards because such performance is intended to be recognized through the performance appraisal process. Sustained superior performance reflected in an SES employee's performance rating tends to automatically generate performance-based awards and increases to base salary. Therefore, additional monetary recognition through SSP awards is inappropriate.

2. Evaluation Criteria: An SSP award may be given only to an individual (rather than a group). Major duties of the position must be performed for a period of at least six months and overall performance must, at a minimum, be sustained at the "exceeds" level with no element rated less than "fully successful". The employee's current rating of record must be used as supporting evidence for this award. The nomination must contain substantive information relating the employee's job performance in each element to the performance standards, which verifies the employee has sustained the "exceeds" level of performance for at least six months.

The employee must not have received any other award that is based on job performance (i.e., SSP or QSI) within one year preceding the date of nomination and the same period of performance may not be used as justification for more than one SSP or QSI award. An award for Special Act or Service during the six month period is not disqualifying. (Note: Granting an SSP award will make an employee ineligible for a QSI for 12 months.)

3. Form of Recognition: Recipients of these awards may receive up to 15% of their rate of basic pay. The full amount for an SSP award may be granted only once in any 52-week period. Amounts received for Special Act Awards are not counted toward the 15% limit.

To provide managers with flexibility, the Department of Justice has provided the following table of award ranges:

GS 1-4	\$100 up to 15% of basic salary
GS 5-8	\$150 up to 15% of basic salary
GS 9-11	\$200 up to 15% of basic salary
GS 12-13	\$250 up to 15% of basic salary
GS 14-18	\$300 up to 15% of basic salary

The BOP recommended (not mandated) dollar range for these awards is 1% to 3% of the basic pay rate. An SSP award has significant meaning; therefore, it is recommended (not mandated) that the amount of these awards be not less than 1% of the basic pay rate, unless budgetary restraints require a lower amount be granted. (For wage grade positions, the hourly rate will be multiplied by 2,087 to obtain an annual pay that can be equated with the nearest first step of a grade in the General Schedule.)

In determining the dollar amount of an SSP, it should be noted that a step increase (QSI or within-grade increase) is 3% of basic pay and a promotion is equivalent to at least 6% of basic pay for positions in the General Schedule (GS).

4. Nomination Procedures: Nominations for these awards are accepted at all times, although the most appropriate time to submit a performance award nomination is at the end of the appraisal cycle. The immediate supervisor is responsible for initiating the nomination in memorandum format, indicating the type of award and dollar amount being recommended. When the performance evaluation contains substantial documentation of the employee's performance in relation to the performance standards, only a cover memorandum will be required as a nomination. Otherwise, nominations are to be submitted in narrative format. All nominations must be supported by the employee's most recent performance appraisal (at the exceeds or outstanding level). If the appraisal is more than sixty days old, a supplemental written statement of the reasons for granting the SSP will be required.

5. Selection Procedures: The approving official (in accordance with Chapter 1 of this manual) will make the determination regarding the recommendations. Disapproved recommendations will be discussed with the supervisor and returned.

203. SUPERIOR ACCOMPLISHMENT AWARD BASED ON SPECIAL ACTS OR SERVICE

1. Introduction: This award may be monetary or non-monetary. The monetary award is a lump sum cash award given for a one-time or non-recurring contribution by an employee or a group of employees in the public interest connected with or related to

official employment. The non-monetary award is a medal, certificate, plaque, citation, badge, or other similar item that has an award or honor connotation.

An inventory will be maintained of all purchased incentive award items. The nomination, with written justification and approval of a higher level manager, will be maintained in a file established for that purpose.

All employees are eligible for this award, including SES employees, although Special Act or Service Awards for SES employees are inappropriate when they are based on duties covered by the performance work plan.

Temporary employees are eligible for Special Act or Service Awards.

Chapters 5, 6, and 7 offer a variety of awards which fall within the parameters of this award authority.

2. Evaluation Criteria: This type of recognition is appropriate when an employee or group of employees perform(s) substantially beyond expectations on a specific assignment, aspect of an assignment, or job function; for a single scientific achievement; an act of heroism or similar one-time special act of a non-recurring nature. This award may also be presented to any employee or group of employees for disclosure of fraud, waste, or abuse in the Federal Government that resulted in tangible benefits to the Government.

3. Form of Recognition: The amount of the monetary award will be based upon tangible savings and/or intangible benefits to the Government. (Refer to the Awards Tables in Chapter 2, pages 2-7 through 2-9 for additional information.) Amounts less than those in these tables may be granted.

In determining the amount of a group award, the value of the contribution should be evaluated first and the amount divided among the group members, either equally or in proportion to the contribution of each member. An exception may be made when the amount to be shared would be too small to be meaningful and motivating.

A non-monetary award may include: Letters of Commendation, Certificates of Appreciation, medals, plaques, citations, badges, or other similar items that has an award or honor connotation. Purchased items must:

- a) be of nominal value (under \$25);
- b) contain Bureau and/or other BOP affiliated insignia or logo; and
- c) be something that can be worn or displayed.

The purchase of non-monetary items costing more than \$25 must be approved by the Regional/Assistant Director.

NOTE: Regional/Assistant Directors may establish general cost limitations for purchasing plaques which would not require further approval by the Regional/ Assistant Director.

Examples of other appropriate types of items include: tee shirts, pens, coffee mugs, paper weights, baseball-type caps, etc. Examples of inappropriate types of items include: television sets, fishing rods/reels, coffee makers, radios, dinner certificates, trips, gift certificates, and sporting event tickets.

Incentive award items may not be purchased for general distribution to employees nor may they be distributed merely for attending a particular function (such as a conference or a training session). Items that are made available for general distribution to participants are not in the spirit of an incentive award. These types of purchased items (for general distribution) should only be made available at the personal expense of the participants.

NOTE: The Human Resource Manager must sign all purchase requests certifying that items purchased will be distributed in accordance with incentive award regulations (see Chapter 1).

There is no limit to the number of these awards that an individual can receive in a given period.

4. Nomination Procedures: Nominations for these awards are accepted at all times. The immediate supervisor (or other management official aware of employee contributions) is responsible for initiating the recommendation. Justifications are to be submitted in simple narrative format with emphasis on results achieved and, if possible, identification of benefits which can be measured and converted into monetary benefits. The Award Tables in Chapter 2, pages 2-7 through 2-9 should be consulted in determining the dollar amount of the award.

5. Selection Procedures: The approving official (in accordance with Chapter 1 of this Manual) will make the determination regarding the recommendations.

For group awards, when one nomination is submitted to justify awards for more than one employee, the total dollar amount recommended must be added together to determine the appropriate approving official (see Chapter 1, Delegation of Authority). This does not preclude individual recognition for group achievements; however, separate nominations must be submitted, describing individual contributions to the government.

Disapproved recommendations will be discussed with the supervisor and returned to him/her.

A remark must be placed on the SF-50 which indicates the justification for the award. Example remark: "Special Act Award for designing and implementing the institution's strategic plan for reduction in employee turnover."

AWARD TABLE
FOR CONTRIBUTIONS WITH TANGIBLE BENEFITS
(SUGGESTIONS, INVENTIONS, AND SPECIAL ACTS OR SERVICES)

Estimated First Year
Benefits to Government

Amount of Award

Up to \$10,000

10% of benefits

\$10,000 - \$100,000

\$1,000 for the first \$10,000
plus 3% of benefits over
\$10,000

\$100,001 or more

\$3,700 for the first \$100,000
plus .5% of benefits over
\$100,000

AWARD TABLE BASED ON INTANGIBLE BENEFITS

The following definitions will assist in interpreting the attached chart:

EXTENT OF APPLICATION

LIMITED - Affects functions, mission or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.

EXTENDED - Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.

BROAD - Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.

GENERAL - Affects functions, mission, or personnel of several regional areas or commands, or an entire department of a large independent agency, or is in the public interest throughout the nation or beyond.

VALUE OF BENEFIT

MODERATE VALUE

Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public.

SUBSTANTIAL VALUE

Substantial change or modification of an operating principle or procedure: an important improvement to the value of a product, activity, program, or service to the public.

HIGH VALUE

Complete revision of a basic principle or procedure: a highly significant improvement to the value of a product, major activity, program, or service to the public.

EXCEPTIONAL VALUE

Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.

AWARD TABLE BASED ON INTANGIBLE BENEFITS

EXTENT OF APPLICATION

	LIMITED	EXTENDED	BROAD	GENERAL	
+))))))))))))))))0))))))))))))0))))))))))))0))))))))))))0))))))))))))),					
*MODERATE VALUE	* \$25 -\$125	* \$125-\$325	* \$325-\$650	* \$650-\$1,300	*
*	*	*	*	*	*
/))))))))))))))))3))))))))))))3))))))))))))3))))))))))))3))))))))))))1					
*SUBSTANTIAL VALUE	* \$125-\$325	* \$325-\$650	* \$650-\$1,300	* \$1,300-\$3,150	*
*	*	*	*	*	*
/))))))))))))))))3))))))))))))3))))))))))))3))))))))))))3))))))))))))1					
*HIGH VALUE	* \$325-\$650	* \$650-\$1,300	* \$1,300-\$3,150	* \$3,150-\$6,300	*
*	*	*	*	*	*
/))))))))))))))))3))))))))))))3))))))))))))3))))))))))))3))))))))))))1					
*EXCEPTIONAL VALUE	* \$650-\$1,300	* \$1,300-\$3,150	* \$3,150-\$6,300	* \$6,300-\$10,000 ²	*
*	*	*	*	*	*
.))))))))))))))))2))))))))))))2))))))))))))2))))))))))))2))))))))))))-					

(1) This scale is a "recommendation only"; agencies have the authority to develop scales that meet their needs. Agencies should adapt the terminology used in the scale to make it more relevant to their organization and mission. Also, agencies may provide for some exceptions to these amounts to provide management with flexibility in rewarding employees. Agencies may also consider the suggested award amounts as baseline reductions in the real dollar value of the awards.

(2) An award of more than \$10,000, up to \$25,000, may be granted with the approval of OPM. An award above \$25,000 may be granted with the approval of the President. Such awards should normally not exceed \$50,000.

CHAPTER 3: TIME OFF AWARDS

300. GENERAL INFORMATION

1. Time-Off Awards (TOAs) provide managers with further flexibility in providing recognition to employees.

2. All award nominations must be submitted in writing and be approved by the official defined in Chapter 1. The approving official must be at a higher level than the recommending official.

3. Recommendations for any award should be discussed with the nominee only after the award has been approved.

301. TIME OFF AWARDS (TOAs)

1. Introduction: The Department of Justice issued policies, guidance, and procedures to implement "Time Off Duty as an Incentive Award" on June 9, 1992. The provisions of this issuance will remain in effect until superseded by a revision of DOJ Order 1451.1A, Incentive Awards Program.

2. Evaluation Criteria: TOAs are intended to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of Government operations. They should be used principally to recognize contributions that are of a one-time, non-recurring nature, but may also be used to recognize sustained high-level performance. However, when recognizing sustained superior performance, you must ensure that time-off awards are not being used as a substitute for performance awards or to circumvent the statutory limits placed on granting performance awards.

Types of eligible contributions:

a) making a high-quality contribution involving a difficult or important project or assignment;

b) displaying special initiative and skill in completing an assignment or project before a deadline;

c) using initiative and creativity in making improvements in a product, activity, program or service;

d) ensuring the BOP mission is accomplished during a difficult period by successfully completing additional work or a project assignment while still maintaining one's own workload;

e) producing additional benefits to the Government as the result of especially effective and timely evaluation of an

employee suggestion; and

f) sustained high-level performance.

Before recommending/granting a TOA, consideration should be given to the cost of a TOA to the government in terms of overtime expenditures and lost hours of productivity. Consideration should also be given to the value of the TOA when compared to the monetary value of the incentive award that may otherwise have been granted.

Receipt of prior cash, honor, or other incentive award is not disqualifying. However, the same contribution should not be used as the basis for a time-off award and another award, unless the time-off award or other award is deemed clearly not adequate to recognize the value of the employee's contribution.

3. Form of Recognition: A full time employee may be granted a maximum of 40 hours of time off from duty as an incentive award for any single contribution that meets the criteria (no more than 80 hours during any one leave year). The minimum TOA is 4 hours and TOAs must be used in increments of 4 hours or more, except when an employee has less than a 4 hour balance.

4. Nomination Procedures: Nominations for TOAs must be submitted in writing and must specify the justification for the nomination. See page 3-3 for information for timekeepers.

5. Selection Procedures: Selections will be made in accordance with the delegation of authority in Chapter 1. After the award is approved, a Notification of Personnel Action, SF-50, must be processed. For each approved TOA, the personnel office should provide the timekeeper with a form indicating the employee's name, the number of TOA hours approved, and the effective date. (A sample form is provided on page 3-5.)

A remark must be placed on the SF-50 which indicates the justification for the award. Example remark: "Time Off Award for initiating procedures for improved quality of meals provided to inmates."

Page 3-4, contains a brief summary of this award program that may be helpful as a handout in notifying supervisors/employees about the program.

**TIME OFF FROM DUTY AS AN INCENTIVE AWARD
INFORMATION FOR TIMEKEEPERS**

When a Time-Off Award (TOA) is approved, the personnel office will provide the timekeeper with a form indicating the employee's name, the number of TOA hours approved, and the effective date. See sample form (Chapter 3, page 3-5).

The timekeeper must manually maintain the time off resulting from a Time-Off Award. To record time-off usage and maintain the account accurately, Time-Off Awards and balances must be maintained in a separate account that is documented in the "Remarks Section" of the Time and Attendance Report.

Timekeepers will:

- (1) Report TOA usage with Transaction Code 66 "Other";
- (2) Make an entry in the "Remarks Section" showing the number of TOA hours granted, the deadline date when the TOA must be used, and the reason for this entry. Since an employee may have more than one occurrence of a TOA, the timekeeper must ensure accounts are separately maintained;
- (3) Carry the total used entry to the "Leave Record" Section;
- (4) Maintain a file of the approved TOA(s), along with the original approved SF-71, Application for Leave, and any other supporting documentation; and
- (5) Report the TOA hours used during the current leave year to the personnel office when the employee separates from BOP.

The June 9, 1992, Department of Justice policies, guidance and procedures memorandum pertaining to Time-Off Awards is maintained in your personnel office.

TIME-OFF AWARDS (TOAs)
(Summary of Pertinent Provisions)

This award program allows agencies to grant time off from duty, without loss of pay or charge to leave, as an incentive award.

TOAs should be used principally to recognize contributions that are of a one-time, non-recurring nature (usually involving an important project or assignment).

All supervisors may nominate employees for TOAs. The award must be approved in writing by a higher level official. Approval authority:

Institution Employees -- Wardens
Regional Office/Community Corrections Employees --
Regional Directors
Training Center Employees -- Training Center Directors
Central Office Employees -- Assistant Directors
SES Members -- Deputy Attorney General

The use of Time-Off Awards must be planned and scheduled to avoid forfeiture.

A full time employee may be granted a maximum of 40 hours of time off from duty as an incentive award for any single contribution that meets the criteria (no more than 80 hours during any one leave year). The minimum TOA is 4 hours and TOAs must be used in increments of 4 hours or more.

Employees should make every attempt to use the time off within 120 calendar days after approval. TOA hours will be forfeited if they are not used within one year. TOA hours will also be forfeited if the employee separates from DOJ without using them.

Other types of awards should be used instead of TOAs for employees in positions where the workload is so heavy or demanding that requests for approved absences are frequently denied or the absence of an employee could adversely affect efficient operations.

TOAs will be documented in the employee's OPF and the timekeeper will monitor TOA time as it is used. As with all leave, an SF-71 must be submitted to request TOA leave usage.

The June 9, 1992, Department of Justice policies, guidance, and procedures pertaining to Time-Off Awards are maintained in your personnel office.

**Time-Off Awards
(Notification to Timekeepers)**

<u>Employee Name</u>	<u>Award Effective Date</u>	<u>No. of Hours Granted</u>

Signature _____
Human Resource Manager

Date _____

CHAPTER 4: SUPERIOR ACCOMPLISHMENT AWARDS FOR ADOPTED SUGGESTIONS

400. GENERAL INFORMATION

1. Suggestions are based on two fundamental concepts:

a. The individual closest to the job is in the best position to recommend improvements (suggestions) for that particular function, process, or operation, and

b. no one individual employee, supervisor, or manager has all the good ideas in any organization.

2. New ideas are frequently utilized without going through the formalities of the suggestion program. In these circumstances, supervisors are responsible for ensuring that employees are properly recognized through the performance evaluation and/or incentive awards programs.

3. Suggestion awards are one type of superior accomplishment award described in Chapter 2.

401. PROGRAM DESCRIPTION AND PROCEDURES

1. Suggestion Criteria

a. To be considered as a suggestion, the idea must be a constructive proposal, submitted in writing by one or more employees, that directly contributes to economy, efficiency, or directly increases the effectiveness of government operations.

b. Suggestions must be submitted in writing to the employee's Human Resource Manager. Suggestions should not be considered for an award if the suggestion would obviously not produce benefits sufficient to offset processing costs, the proposal simply suggests normal maintenance, housekeeping, working conditions, or routine repair work, or is within the normally expected duties of the position.

2. Suggestion Processing Procedures

a. Personnel Form BP-372(34) - Suggestion Blank: This form is available and its use is encouraged, but it is optional.

b. Upon receipt in the Human Resource Office, the suggestion will be forwarded to personnel having responsibility for the subject matter and to other personnel who might be affected by the implementation of the suggestion. They will make an evaluation as to the nature and degree of benefit to the government, recommend whether adoption is warranted, and specify

the dollar amount of any recommended cash award. The suggestion, along with subject matter expert comments, will then be reviewed by the Incentive Awards Committee.

Since determining the subject matter expert(s) for some suggestions may not always be clear, the suggestion may alternatively be presented to the Incentive Awards Committee to determine the most appropriate subject matter expert(s) for evaluation and recommendation.

Suggestions recommended for approval by the Incentive Awards Committee must be forwarded promptly to the approving authority for final action.

c. All suggestions will be controlled with the automated log system (EASY). Suggestions that are forwarded to the Regional Office and/or Central Office will retain the original local number; however, the Regional Office and/or Central Office may assign their own log numbers for internal control purposes only.

d. The Human Resource Manager is responsible for periodically reviewing suggestions to ensure that those adopted have, in fact, been implemented. The Human Resource Manager is also responsible for attempting to ensure that no suggestion which has been rejected is subsequently implemented without appropriate recognition of the employee.

A suggestion shall be considered active and the suggester eligible for an award for 24 months after the date of disapproval if the idea is later implemented.

e. Suggestions which are submitted at an institution may have application on a Regional or Bureau-wide basis. This should be determined by the institution subject matter experts, the Incentive Awards Committee, and the Warden.

Suggestions forwarded from institutions must be reviewed at the regional office level prior to submission to the Central Office. All suggestions that are forwarded for Regional level consideration must include a summary of the evaluation and recommendation of the local subject matter experts, as well as the recommendation of the local Incentive Awards Committee and the Warden. ONLY SUGGESTIONS THAT ARE RECOMMENDED FOR IMPLEMENTATION BY THE WARDEN SHOULD BE REFERRED FOR REVIEW AT HIGHER LEVELS. Similarly, suggestions forwarded to Central Office must:

- (1) include the local evaluations and recommendations outlined above.
- (2) be reviewed at the regional level and include the following:
 - (a) a summary of the evaluations and recommendations of the regional subject matter experts;

(b) recommendations of the Incentive Awards Committee;

(c) recommendations of the Regional Director.

ONLY SUGGESTIONS THAT ARE RECOMMENDED FOR
IMPLEMENTATION BY THE REGIONAL DIRECTOR SHOULD BE
REFERRED TO THE CENTRAL OFFICE.

f. Any referred suggestions should be accompanied by the suggester's name, job title, and social security number in order that the suggestor may be notified promptly of the action taken by the committee and to process a check for suggestions that are adopted.

g. The administrative time to process a suggestion must be kept to a minimum. Processing time for suggestions should be no more than 30 days for cases which can be implemented within the same organizational segment in which they originated; 60 days for those which would require approval at the regional level; and no more than 90 days for cases which must be sent to the central office.

Suggestions and related awards which require extensive evaluation, are disputed, or must be referred to multiple subject matter experts (or other agencies) may take longer to process.

h. If an award is approved, the employee who submitted the suggestion will be notified by the approving authority of the type of award and the amount of the award, if monetary. Generally, the office approving the suggestion will process any resulting award.

If a suggestion is not approved, its author should be so notified, in writing, and given recognition for having participated in the program. Local procedures will determine who will write the letters informing staff of unapproved suggestions. The local Human Resource Office will also be notified of the disposition of all suggestions referred to a higher level.

The implementation of an approved suggestion (and the granting of a suggestion award) should not be delayed at the local or regional levels, pending approval at a higher level, unless higher level approval is required for implementation of the suggestion.

Any previous suggestion award recognition received by the employee should be considered when the same suggestion is later implemented at the regional or nationwide basis.

i. If a suggestion is adopted, a cash award may be granted when either the minimum tangible or intangible benefits are met. Please refer to the tangible and intangible benefits scales in Chapter 2, pages 2-7 through 2-9 for assistance in determining an appropriate amount for a cash award. The minimum cash award is \$25.00 for an adopted suggestion resulting in tangible benefits of at least \$250. In order to qualify for the minimum cash award

of \$25, a suggestion having intangible benefits must meet the moderate value/limited application criteria outlined in the Intangible Benefits scale.

If a suggestion is adopted, and a cash award is not approved, a "Thank You" letter for program participation will be issued to the employee.

j. Copies of suggestions (approved and disapproved) are to be maintained for two years in a file established for that purpose.

CHAPTER 5: MISCELLANEOUS OTHER BUREAU-SANCTIONED AWARDS PROGRAMS

500. GENERAL INFORMATION

1. There are a number of superior accomplishment awards that are given annually, or at various times throughout the year. They are significant awards and are included in this Manual.

2. These awards are different in that they may vary in their funding from the local, regional, and/or national levels.

3. The remaining sections within this Chapter describe each of these awards. It should be noted that since the awards in this Chapter are superior accomplishment awards for special acts or service, the regulatory requirements described in Chapter 2 must be followed.

4. Institutions that have developed innovative local incentive award programs, which they believe to have potential for Bureau-wide application, are encouraged to submit information concerning these programs to the Bureau Incentive Awards Coordinator.

5. All award nominations must be submitted in writing and approved by the official defined in Chapter 1. The approving official must be at a higher level than the recommending official.

6. Recommendations for any award should be discussed with the nominee only after the award has been approved.

501. LOCAL AWARDS

1. Within the framework of the regulations for superior accomplishment awards (based on special acts or service) is flexibility to establish criteria to meet specific needs. The ultimate responsibility for designing a program to meet local needs rests at that level. The following are several award programs that have been instituted at some Bureau facilities and have been very successful in bolstering the effectiveness of the Incentive Awards Program. These are only suggestions and implementation remains optional at the local level. The type of recognition may be monetary or non-monetary.

a. Employee of the Month; Quarter; and/or Year: This award program allows an opportunity to identify an individual each month, quarter, and/or year for exceptional service. The type of recognition may be monetary or non-monetary, and may include display of the employee's picture in a prominent location. Forms of non-monetary recognition, may include a Letter of Commendation

from the Warden; the use of a reserved parking space for the recipient of this award; or other such privileges.

b. Supervisor of the Quarter and/or Year: The Bureau of Prisons continues to stress development of a first-rate group of supervisory employees. This award encourages the reinforcement of positive supervisory behavior. Recognition similar to that of the Employee of the Month (i.e., photo and cash award) is recommended.

c. Rookie of the Month and/or Year: Since the growth in the number of new employees continues at a rapid pace, the recognition of new employees who are doing an exceptional job can be a great morale booster and helpful to retention.

d. Correctional Officer of the Year: Correctional Services is ordinarily the largest department in the institutional setting. This award allows the recognition of this important group, and is usually presented in conjunction with the Annual Correctional Workers' Week Program. In addition, a Correctional Worker (who is not a Correctional Officer) could be recognized.

e. Extra Effort - Extra Mile - Extra Step Award: This award can be used to recognize employee contributions that are generally short-term and are of a non-recurring nature.

f. Honor Graduate - FLETC - Introduction to Correctional Techniques: Although recognition is given during the graduation ceremonies at FLETC, many institutions provide additional recognition to these individuals when they return to their respective institutions. Some form of monetary or non-monetary recognition is recommended. If a cash award is granted, it is recommended that the amount not exceed 1% of the employee's base pay rate.

These award programs (outlined above) are not expected to be all inclusive of possible programs. They are merely ideas which might be incorporated into the local supplement.

502. BUREAU OF PRISONS RECRUITMENT AWARD PROGRAM

1. Introduction: The purpose of the Recruitment Award Program is to reward employees who contribute to the Bureau of Prisons by recruiting new employees.

2. Evaluation Criteria: Executive Staff members, Wardens, Associate Wardens, Human Resources Management Staff, Superintendents of Industries, and any staff members involved in organized recruitment activities are excluded from this award program. All other employees will be eligible.

3. Form of Recognition: The employee (recruiter) who recruits a new employee to the Bureau of Prisons (BOP) can receive up to a \$250 cash award after the new employee successfully completes

his/her one year of service with the BOP.

4. Nomination Procedures: Implementation of this program will be optional at the discretion of the Warden, Regional Director, Training Center Director, or the Assistant Director, Human Resource Management Division (for Central Office employees) to motivate recruitment efforts, where needed. Bureau facilities implementing this program are responsible for the preparation of local policy within the guidelines of this policy statement. Human Resource offices will be responsible for administering and tracking this program. It is recommended that a new form be added to each new employee orientation packet identifying new employees as having been recruited and their respective recruiter. A copy of a suggested form is on page 5-4.

5. Selection Procedures: This award is a special use of the authority for Superior Accomplishment Awards (refer to requirements in Chapter 2). The human resource manager or other manager must nominate the employee in writing for this award and the awards approving official must provide signatory authorization. (Also refer to the delegation of authority in Chapter 1.)

NOTE: Each SF-50 should contain a remark indicating the award recognizes recruitment efforts.

SUGGESTED SELF-IDENTIFICATION FORM

In order for us to evaluate our recruitment efforts and to recognize employee referrals, we ask that you to take a moment to tell us how you heard about the position with the Bureau of Prisons. Please check the appropriate response below:

_____ **Newspaper Ad**
Name of Newspaper:_____

_____ **OPM Announcement**
_____ **Recruitment team from the Bureau of Prisons**
Where Contacted_____
Approximate Date:_____

_____ **Referral from BOP Employee**
Name of Employee:_____
Approximate Date:_____

_____ **Other**
Explain:_____

Your Name: _____

Your Position Title: _____

Date: _____

* **503. SUPERIOR ACCOMPLISHMENT AWARD FOR FOREIGN LANGUAGE SKILLS**

1. Introduction: The Bureau of Prisons has initiated an Incentive Awards Program to reward staff who significantly contribute to the orderly running of the agency through their use of foreign language skills.

2. Evaluation Criteria: Staff members who make substantial use of one or more languages, other than English, in the performance of official duties should be nominated for this award. The appropriate measure for granting this award should be the degree of effectiveness and level of impact the individual's contribution has had on the Bureau. The award should not be granted solely because an individual possesses a foreign language skill. Listed below are examples of factors that should be used in measuring the value of the individual's contribution to the Bureau's mission:

a. the amount and frequency of time an employee spends utilizing the foreign language skill;

b. the effectiveness of the employee when utilizing the foreign language;

c. how the time spent using the foreign language skill to interpret at hearings or translate documents impacts the employee's ability to carry out regularly assigned duties (ex., a caseworker having to leave his job for four hours to interpret as opposed to a correctional officer having to leave a tower assignment for the same period);

d. the extent to which the employee presents a professional demeanor, i.e., how the utilization of the foreign language allows for effective inmate management and the simultaneous enhanced staff-inmate relationships.

3. Form of Recognition: Recipients of this award may receive a lump sum cash award of up to five percent (5%) of basic pay each year (any given 12-month period). The award may also be non-monetary.

4. Nomination Procedures: Nominations for this award may be accepted at all times or only when designated by the particular BOP facility. The immediate supervisor is responsible for submitting the nomination via memorandum to the Human Resource Manager. Please refer to Section 203, Superior Accomplishment Awards.

5. Selection Procedures: The approval authority for these awards is outlined in Chapter 1. (Wardens and Training Center Directors may approve up to \$1,000; Regional/ Assistant Directors may approve up to \$2,000; and the Director may approve up to

\$5,000.)

NOTE: This award should be keyed as a Special Act. Each SF-50 should contain a remark that indicates the award recognizes foreign language skills. This remark will be particularly important when employees transfer.

504. EXPEDITED INCENTIVE AWARDS

1. Introduction: The purpose of this award is to provide prompt honorary recognition to employees. **Cash awards are not permitted under this program.**

2. Evaluation Criteria: All employees may be recognized for submitting employee suggestions, assisting co-workers, or for any other action that benefits the government and is worthy of recognition. As with other honorary or special act/service awards, this program should not be used as a substitute for cash performance awards or Quality Step Increases.

3. Form of Recognition: Forms of recognition include: Letters of Commendation, certificates, or purchased items. The items purchased to give to award recipients must:

- a. be of nominal value (\$25 or less)*;
- b. contain the BOP, DOJ, and/or Institution name or emblem;
and
- c. be something that can be worn or displayed.

*Requests for purchase of items costing more than \$25 each must be approved by the Regional/Assistant Director.

NOTE: Regional/Assistant Directors may establish a "blanket" cost limitation for the purchase of plaques exceeding the \$25 limit indicated above.

Examples of appropriate types of items include tee-shirts, pens, coffee mugs, paper weights, baseball-type caps, etc. Examples of inappropriate types of items include television sets, fishing rods/reels, coffee makers, radios, dinner certificates, trips, gift certificates, and sporting event tickets.

Conferences and Training Sessions: Purchased items may be used to recognize the achievements of some individuals (a small number) at conferences and training sessions if they meet the evaluation criteria above. Items that are made available for every participant are not in the nature of an incentive award. These types of purchased items (for every employee) should only be made available at the personal expense of the participants.

NOTE: The human resource manager must sign all purchase requests certifying that items purchased will be distributed in accordance with incentive award regulations (see Chapter 1).

4. Nomination and Selections Procedures: Implementation of this type of incentive award program is optional, at the discretion of each office (institution/regional office/Central Office). The human resource management office will be responsible for administering and tracking this program and for ensuring that the local procedures are covered in an institution supplement. Issuance of purchased items requires written justification, and approval must be obtained in writing from a management level higher than the nominating official. The regulatory/legal requirements for this program are the same as for all Superior Accomplishment Awards, Special Act or Service Awards (see Chapter 2).

505. HONORARY SERVICE MEDALS

1. Introduction: The purpose of these awards is to provide honorary recognition to BOP staff (civil service and Public Health Service [PHS]) for significantly contributing to the mission of the Bureau of Prisons.

2. Nomination Procedures: Nominations for these awards may be accepted at any time. The immediate supervisor is responsible for submitting the nomination via memorandum to the Warden. The Warden will forward any nominations through the appropriate Regional Director, who will forward them to the Assistant Director, Health Services Division, Central Office.

3. Selection Procedures: Nominations for the highest award, the BOP Distinguished Service Medal (BOP DSM), will be reviewed by the Executive Staff and approved only by the Director of the Bureau of Prisons. The Assistant Director, Health Services Division, will be the approving official for the other two awards, the BOP Meritorious Service Medal (BOP MSM) and the BOP Commendation Medal (BOP CM).

a. BOP Distinguished Service Medal (BOP DSM)

Evaluation Criteria: The BOP DSM shall be presented to an individual (civil service or Public Health Service) who has realized the highest level of achievement. To be a recipient of the BOP DSM, an individual must have a genuine sense of public service and have made outstanding contributions to the mission of the Bureau. The contributions may range from an outstanding accomplishment in a significant aspect of the BOP, to an initiative resulting in a major national impact on the health care in the BOP, to a one-time heroic act resulting in a great saving of life, health, or property. The BOP DSM is the highest non-cash award given to a BOP employee for contributions in health care.

Form of Recognition: The BOP DSM consists of a gold-finished BOP medal suspended from a blue ribbon divided by a 1/4" red center stripe, a 1/8" red stripe, and a 1/16" white stripe separating the midpoint from the end of the ribbon ending with a blue stripe on each end. The civilian set includes a lapel pin appropriate for wear on civilian attire.

b. BOP Meritorious Service Medal (BOP MSM)

Evaluation Criteria: The BOP MSM shall be presented to an individual (civil service or Public Health Service) who has demonstrated meritorious service on the basis of a highly significant achievement in research or administration, a continuing period of meritorious service throughout an individual's career, high quality, initiative in leadership, or exhibition of great courage in hazardous work or in an emergency. The BOP MSM is the second highest non-cash award given to a BOP employee for contributions in care and custody.

Form of Recognition: The BOP MSM consists of a silver-finished BOP medal suspended from a blue ribbon divided by a 1/4" white center stripe, a 1/8" red stripe, and a 1/16" white stripe separating the midpoint from the end of the ribbon ending with a blue stripe on each end. The civilian set includes a lapel pin appropriate for wear on civilian attire.

c. BOP Commendation Medal (BOP CM)

Evaluation Criteria: The BOP CM shall be presented to an individual (civil service or Public Health Service) who has demonstrated a high level of proficiency and dedication distinctly greater than that expected of the average employee. The BOP CM acknowledges sustained high quality of work, creative or unique approaches, or resolutions to issues, and noteworthy technical and professional contributions that are significant to a limited area.

Form of Recognition: The BOP CM consists of a bronze-finished BOP medal suspended from a blue ribbon divided by a 1/4" white center stripe, a 1/8" white stripe, and a 1/16" white stripe separating the midpoint from the end of the ribbon ending with a blue stripe on each end. The civilian set includes a lapel pin appropriate for wear on civilian attire.

NOTE: Monetary recognition (for non-PHS staff) may be considered in addition to this award.

506. PUBLIC SERVICE AWARD

1. Introduction: The purpose of this award is to promptly recognize private citizens and organizations whose outstanding acts have made significant contributions in improving communications, affairs, and activities of the Bureau of Prisons' functions, services, or operations in accomplishing the Bureau's mission.

2. Evaluation Criteria: The Public Service Award may be conferred on any citizen of the United States of America or to an organization located within fifty states who, by their actions, have made significant contributions to the accomplishment of the Federal Bureau of Prisons' mission within the community. The criteria for persons receiving this award are:

a. Service - having acted in an advisory capacity for a Bureau of Prisons' project, program, or function.

b. Participation - taking part in any Bureau of Prisons' sponsored program.

c. Assistance - assisting the Bureau of Prisons through the cooperative use of facilities, equipment, or manpower.

d. Courageous Act - having been involved in an act of courage in support of a Bureau of Prisons' activity or mission.

3. Form of Recognition: There are two forms of recognition available for Public Service Award recipients:

a. Public Service Award Certificates, signed by the Director, Assistant Director, Regional Director or Warden as appropriate, are usually given to individuals.

b. UNICOR-produced plaques with appropriate inscription are available for large organizations.

For example, a local fire department receives a plaque and individual firemen would receive certificates. Plaques may also be presented to individuals for extraordinary service. (Cash awards are not authorized for non-employees.)

4. Nomination Procedures: In most circumstances, Wardens may authorize locally-produced certificates signed by the Chief Executive Officer. In particularly meritorious circumstances, the Warden may, with the Regional Director's concurrence, request certificates or plaques bearing the Director's signature. These requests are to be sent to the Central Office Incentive Awards Coordinator. The nomination should include the full name of the individual(s) or organization, dates of the achievement or contribution, name and address of the employer, and a one-page

justification for the award.

5. Selection Procedures: The individual whose signature appears on the certificate/plaque, must approve the award. This award is a special use of the authority for non-monetary Superior Accomplishment Awards. Please refer to these requirements in Chapter 2. (A minimum of 30 days should be allowed for plaque requests from the Central Office.)

507. CORRECTIONAL WORKERS WEEK OBSERVANCE

1. In recognition of the contributions of Correctional Officers and all other Correctional Workers, the Bureau of Prisons will observe Correctional Workers' Week during the first full week in May of each year.

2. During this week, each Bureau facility is encouraged to plan activities that will serve to reinforce the Bureau's appreciation of its fine staff. These activities may include the selection and announcement of a Correctional Officer and/or Correctional Worker of the Year. These activities may also include the involvement of employee clubs in organizing after work social events, such as picnics.

*** 508. GAINSHARING: TRAVEL SAVINGS AWARD PROGRAM**

1. Introduction: The purpose of this award is to reward employees who achieve or assist in achieving travel savings for the Bureau.

This program awards the frequent traveler or other employees who assist the travelers to establish frequent flyer accounts, earn frequent flyer credits for official travel, and use these credits to obtain free coach class tickets for future official travel. (Note: If administrative support staff assist in managing employee frequent flyer redemptions, they also share the award as explained in Section 508, Paragraph 4.)

2. Background: The airlines offer frequent flyer programs through agreements between the travelers and the airlines, excluding the government itself from participation. Government employees are encouraged to participate in frequent flyer programs. However, participation in these programs is entirely voluntary. If employees choose to enter frequent flyer programs, they may be reimbursed for the cost to enter when entering the program is expected to result in a savings to the Government. This is further explained in the Federal Travel Regulation, 41 CFR 301-1.

3. Selection of Airlines for Official Travel: Employees are advised that use of the government air fare contracts, which award specific routes to specific airlines, is mandatory. This travel awards program does not alter that requirement. Selection of airlines and/or routes must not be made for the purpose of

potentially enhancing or receiving an award, and no deviation

from the mandatory air contracts is permitted to accumulate frequent traveler benefits. Further, employees may not use personal miles or credits for the benefit of the government in conjunction with this awards program.

Allowable exceptions to the use of the mandatory air contracts are explained in the Federal Travel Regulation, 41 CFR 301-15.27. Employees on official travel may use non-contract carriers or discount fares only when:

- a. seating space is unavailable on the contract carrier;
- b. contract flights are not available in time to accomplish the purpose of the travel;
- c. available contract flight times require significant travel outside the normal work hours;
- d. lower cost unrestricted coach fares offered to the general public are available;
- e. lower cost restricted or "discount" fares are offered to the general public and are suitable for the official travel, taking into account potentially applicable penalties.

Employees are cautioned that discount and/or promotional fares carry strict penalties which must be paid if reservations are canceled or changed. It is good practice to limit use of such fares strictly to those situations when the employee and authorizing official can determine with significant certainty that the trip will not be rescheduled or canceled and no deviations to the itinerary will occur. All use of non-contract air fares must be specifically authorized.

4. Form of Recognition: Employees who obtain or assist in obtaining free coach or equivalent class tickets through frequent flyer programs and use the free tickets for official travel may receive awards. The award amount shall be 50% of the Government contract fare or, when no contract fare is offered, 50% of the lowest available unrestricted coach or equivalent class fare which would have been used for the travel. When travelers earn awards with the predominant assistance of a specific support staff individual who assists with ticketing and mileage redemptions, that person will receive a minimum of 25% of the award.

Awards are made on a per ticket basis and are split among the traveler and support staff. The maximum per ticket award may not exceed 50% of the fare which the government would have borne. The maximum annual award amount per awardee is \$2,000 for travel performed within a given fiscal year. Savings shall be determined by the appropriate fare in effect when travel was

performed.

5. Nominations and Submission Procedures: The traveler must complete the Travel Savings Award Program form on Page 13 of this Chapter and submit it with the travel voucher to the travel approving official. The traveler's and support staff's names must be listed in number 5 on the travel savings award program form. The travel approving official must review the award form to ensure the appropriate support staff member is listed as an awardee along with the traveler. The travel authorizing official must then sign the voucher and award form and forward them to the business office. The business office shall process the travel voucher for payment, verify the award value, sign the award form, and forward the award form to the human resource office for processing and payment. The Human Resource Manager shall ensure annual awards do not exceed \$2,000 per individual each fiscal year.

6. Selection Procedures: To avoid possible violations of financial conflict of interest laws, the awards are not an automatic employee entitlement. The granting of the award, and the decision as to the award being shared, is discretionary by the travel approving official upon consideration of all factors deemed relevant.

The SF-50 should reflect Notice of Action Code 874 - Gainsharing Award.

7. Travel Authorization: Travel authorizing officials and employees are cautioned that they must not make recommendations or decisions with respect to their official travel for the sole purpose of enhancing the potential for an award. Travel authorizing officials and travelers shall ensure that unnecessary official travel is not authorized or performed for the purpose of earning frequent flyer points and/or travel savings awards. *

TRAVEL SAVINGS AWARD PROGRAM

1. Traveler's Name: _____ SSN: _____
2. Travel Authorization Number: _____
3. Government Contract or Available Fare: \$ _____
4. Award Amount (NTE 50% of #3): \$ _____
5. Awardees:

	<u>Name</u>	<u>SSN</u>	<u>Amount</u>
a. Traveler	_____	_____	\$ _____
b. Support Staff	_____	_____	\$ _____
c. Support Staff	_____	_____	\$ _____
TOTAL AMOUNT (NTE #4)			\$ _____
6. Travel Approving Official: _____
7. Certifying Officer: _____
8. Personnel Officer: _____

TO BE COMPLETED BY THE HUMAN RESOURCE OFFICE

1. Awardee: _____

Prior Awards this Fiscal Year: \$ _____

This Award: \$ _____

Total (NTE \$2,000) \$ _____
2. Awardee: _____

Prior Awards this Fiscal Year: \$ _____

This Award: \$ _____

Total (NTE \$2,000) \$ _____
3. Awardee: _____

Prior Awards this Fiscal Year: \$ _____

This Award: \$ _____

Total (NTE \$2,000) \$ _____

If additional awardees are listed in number 5., compute the year-

to-date award amount on the reverse side of form.

* **509. FACTORY GAINSHARING AWARD**

1. Introduction. The Industries, Education and Vocational Training (IE&VT) Division has established a factory gainsharing award plan which rewards the performance of individual factories. Specific performance objectives for all factories will be established annually (on a fiscal year basis).

2. Evaluation Criteria. A factory must meet criteria as established by the Program Statement pertaining to Factory Incentive Program, FPI.

3. UNICOR National Gainsharing Award Committee. The Assistant Director, IE&VT, shall appoint a Committee consisting of representatives from Program Management, Engineering, Sales, Financial Management, Material Management, a Union representative (selected by the President of the Council of Prison Locals), and a representative from the Human Resource Management Division. This Committee shall review the performance of all factories and make award recommendations to Corporate Management based upon established criteria.

Upon completing the review process, the Committee shall submit its recommendations to Corporate Management, who then gives final approval and notifies the union and the appropriate field locations of the award amounts for each factory.

4. Factory Award Distribution

a. After Corporate Management notifies the factory location of the award, a Local Incentive Award Distribution Committee shall develop a plan to distribute the award. The Committee shall include the following staff members: Associate Warden (I&E)/Superintendent of Industries, Factory Manager, Business Manager, Union Representative (as designated by the local union president), and Human Resource Manager.

b. Cash awards shall be distributed equally among all FPI staff in that operation (including support staff). Award amounts for support staff at multiple factory locations shall be based upon the factory's annual overhead distribution rate.

c. Cash incentives shall not exceed \$2,000 per employee. Cash incentives shall not be distributed based upon grade level, position, or seniority.

d. Staff members outside FPI who have clearly and significantly contributed to the success of the factory (i.e., Rear Gate Officer), depending upon the Committee recommendation, may share in the award distribution under this plan. The Committee may instead recommend via memorandum that this individual be recognized through the normal award process as

outlined in current Bureau policy.

e. Award monies shall be prorated for staff who have transferred in and out, retired, or resigned (not related to misconduct or poor job performance) during the year.

f. When the Local Distribution Committee completes the award distribution plan, it shall be submitted to the Warden and Regional Director for approval, and then forwarded to the Assistant Director, IE&VT, for final review and approval.

5. Funding. FPI Central Office shall bear all costs associated with the Gainsharing Award Plan.

6. Processing of Awards. Staff cash awards shall be processed through the civilian payroll system. Once the final approval is made by the Assistant Director (IE&VT), the approved list will be forwarded to the respective local human resource office for processing. The effective date will be the beginning of the next pay period after the approval.

Note: The SF-50 should reflect Notice of Action Code 874 - Gainsharing Award. This award will not be awarded points for consideration on promotion boards.

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CHAPTER 6: BUREAU-WIDE AWARDS

600. INTRODUCTION

1. Selections are made for Bureau-wide awards once each year. The purpose of this awards program is to give national recognition to selected employees who have demonstrated superior accomplishments during the course of the year. These awards are divided into eleven categories (A - K) and each BOP facility is encouraged to submit nominees who are worthy of this special recognition. (See nomination and selection procedures at the end of this Chapter.)

2. Public Health Service employees are eligible to receive these awards; however, they are not eligible to receive the cash that accompanies the award.

601. BUREAU-WIDE AWARDS

A. DIRECTOR'S AWARDS

A-1 Sanford Bates Award

-Evaluation Criteria: This award recognizes a non-supervisory employee for exceptionally outstanding service, or for incidents involving extraordinary courage, or voluntary risk of life in performing an act resulting in direct benefit to the Bureau or Governmental operations. Form of Recognition: Up to a \$5,000 cash award and a plaque.

A-2 James V. Bennett Award

-Evaluation Criteria: This award recognizes a supervisory or management employee for exceptionally outstanding service, or for incidents involving extraordinary courage, or voluntary risk of life in performing an act resulting in direct benefit to the Bureau or Governmental operations. Form of Recognition: Up to a \$5,000 cash award and a plaque.

A-3 Myrl E. Alexander Award

-Evaluation Criteria: This award recognizes any employee who, through his/her own initiative, has been instrumental in the development of new techniques in correctional programs or who has succeeded exceptionally well in the implementation of new and innovative procedures. Form of Recognition: Up to a \$5,000 cash award and a plaque.

A-4 Norman A. Carlson Award

-Evaluation Criteria: This award recognizes an employee who has shown excellence in leadership and who has demonstrated the

highest personal and professional standards. Form of Recognition: Up to a \$5,000 cash award and a plaque.

A-5 J. Michael Quinlan Award

-Evaluation Criteria: This award recognizes any employee who has elevated the Bureau as an organization by taking active steps toward enhancing the quality of employee work life, supporting agency core values, or promoting the concept of "Bureau family".
Form of Recognition: Up to a \$5,000 cash award and a plaque.

A-6 Equal Employment Opportunity Award (EEO)

-Evaluation Criteria: The EEO Award may be granted to managers and supervisors who demonstrate outstanding application of the program; to EEO Program Officials who demonstrate particular effectiveness in carrying out the various phases of the program; or to any employee whose work is not specifically related to EEO, but through superior accomplishments in training, recruitment, or other activity, advances equal opportunity in the BOP or the Federal Government. Form of Recognition: Up to a \$5,000 cash award and a plaque.

A-7 Special Recognition Award

-Evaluation Criteria: This award recognizes any contribution that has a significant impact on any program or operational area within the Bureau. The impact on the Bureau may be at the local, regional, or national level. The Director will review each nomination on a case-by-case basis and make the determination on whether an award will be granted. Form of Recognition: Up to a \$2,500 cash award and a plaque.

A-8 Staff Development Award for Wardens

-Evaluation Criteria: This award recognizes Wardens who have contributed to the improvement of the Bureau through creating or implementing developmental strategies for their subordinates. The impact on the Bureau may be at the local, regional, or national level. Form of Recognition: Up to a \$1,500 cash award and a plaque.

A-9 Wardens Award for UNICOR Customer Service

-Evaluation Criteria: This award recognizes a Warden who has actively involved himself/herself in the enhancement of UNICOR operations within the Federal Bureau of Prisons. Candidates must have made deliberate attempts to communicate with customers by ensuring feedback and direct communication on product quality; and emphasizing competitive pricing, delivery time, problem solving, additional services, re-orders and all around care and concern for the customer's satisfaction. Form of Recognition: Up to a \$1,500 cash award and a plaque.

A-10 Associate Warden Equal Opportunity Affirmative Action Award

-Evaluation Criteria: This award recognizes the Associate Warden

or Satellite Camp Administrator for outstanding contributions and consistent support to the advancement of Equal Employment Opportunity and Affirmative Action in the BOP. Form of Recognition: Up to a \$1,500 cash award and a plaque.

B. REGIONAL DIRECTOR'S AWARDS

B-1 Regional Director's Award

-Evaluation Criteria: This award recognizes employees at all grade levels who have made specific contributions to the effectiveness and efficiency of the operations of the institution, region, and/or Bureau through: innovative ideas, vigorous and industrious efforts, providing an exemplary role model to other employees, or other related contributions. Employees will also be eligible for this award based on the performance of a special act that required extraordinary courage which endangered the employee's health or life in order to prevent serious injury or death to an inmate or staff member. Form of Recognition: Up to a \$3,000 cash award and a plaque (one staff member from each region).

B-2 Regional Associate Warden of the Year

-Evaluation Criteria: This award recognizes an Associate Warden or Satellite Camp Administrator in each region who has held that or an equivalent position for at least the past year. Candidates for this honor will be evaluated on their overall contribution to correctional administration, their institution, and the BOP during the past year. Form of Recognition: Up to a \$2,000 cash award and a plaque for each recipient.

C. ADMINISTRATION DIVISION AWARDS

C-1 Assistant Director's Award for the Administration Division

-Evaluation Criteria: This award recognizes on-the-job excellence among mid-level managers and supervisors who exhibit exemplary managerial and supervisory performance; who have made significant contributions within their scope of program responsibilities; and who are accountable for a respective program area. Chief Executive Officers, Associate Wardens, Satellite Camp Administrators, Executive Assistants, and Superintendents of Industries (UNICOR) who have broad executive management responsibility rather than specific program responsibility are not eligible for this award. Form of Recognition: Up to a \$3,000 cash award and a plaque.

C-2 National Controller of the Year Award

-Evaluation Criteria: Controllers at each facility are eligible to receive this award. This award will recognize the Controller who has provided leadership and motivated his/her employees to be responsive to:

-- the Warden and Executive Staff by providing sound and timely advice and information regarding institution budget,

advanced procurement planning, salary projections, proper contracting procedures, property management, annual inventories, incentive awards, and employee and inmate organizations;

-- other Cost Center Managers by providing sound and timely advice regarding cost center budgets, proper contracting procedures, and settlement of travel (TDY and PCS); work as a member of the institution team; handle major equipment; and handle the Planning and Budget committee;

-- the local community by paying all bills in a timely manner; working with the local business community to explain "Business opportunities with the local government"; supporting and developing local resources to help meet BOP Small and Disadvantaged Business goals; and participating in local community organizations (such as the Chamber of Commerce);

-- Business Office employees by providing training; supporting a learning environment; supporting BOP socioeconomic goals; recruiting employees; and fostering communication skills.
Form of Recognition: Up to a \$2,000 cash award and a plaque.

C-3 Trust Fund Supervisor of the Year Award

-Evaluation Criteria: The Trust Fund Supervisor of the Year Award is designed to recognize and reward the Trust Fund Supervisor who has demonstrated exemplary and innovative management skills in the areas of Trust Fund, Warehouse, and Laundry/Clothing operations. This award recognizes the Trust Fund Supervisor who has shown superior work in the areas of: assuring Trust Fund sales are conducted in a timely manner with a minimal amount of discord, ensuring the continued operations of the Inmate Telephone System, maintaining a Trust Fund inventory that allows inmates a varied selection of quality merchandise, assuring that all institutional goods are received at the warehouse through the utilization of safe material handling techniques and that timely follow-ups are made to vendors having outstanding orders, assuring an ample supply of clean, serviceable clothing is made available to inmates on a daily basis, made innovations that have improved the operation of the Trust Fund, Warehouse, and Laundry/Clothing Issue areas, has provided cooperation and assistance with other staff members and vendors, and has provided excellent supervision of Warehouse Worker Leaders and Laundry/Clothing personnel. Form of Recognition: Up to a \$1,500 cash award and a plaque.

C-4 National General Foreman/Chief of Utilities of the Year

-Evaluation Criteria: This award is designed to recognize a General Foreman or Chief of Utilities who has made significant contributions which enhance the overall effective operation of the Facilities Department. In evaluating nominees, emphasis will be placed on individuals who have developed an overall exemplary level of performance within their department. Nominees must have demonstrated outstanding abilities relating to their areas of responsibility in the B&F program, i.e., life safety, preventative maintenance, staff development, energy conservation,

and administrative duties. During the past year, the accomplishments must have been verified through either an Operational or Program Review. Form of Recognition: Up to a \$1,500 cash award and a plaque.

C-5 National B&F Project Manager of the Year

-Evaluation Criteria: This award is designed to annually recognize a Facility Manager or Project Manager who has made significant contributions which enhance the B&F construction program at their institution. In evaluating nominees, emphasis will be placed on individuals who have developed an exemplary B&F construction program that meets scheduled deadlines and accommodates institution operational requirements. All project files must be maintained in accordance with Program Statement 4200.7, Chapter 3, Facilities Operations Manual. In addition, the B&F budget process must be administered and documented as required by the Facilities Operations Manual. During the past year, the nominee's accomplishments must have been verified through either an Operational or Program Review. Form of Recognition: Up to a \$1,500 cash award and a plaque.

C-6 National Facility Manager of the Year

-Evaluation Criteria: This award is designed to annually recognize a Facility Manager who has made significant contributions which enhance the overall effective operation of the Facilities Department. In evaluating nominees, emphasis will be placed on individuals who have developed an overall exemplary operation in their department. The Facility Manager must have demonstrated outstanding abilities in managing the B&F, life safety, preventive maintenance, energy conservation, and staff development programs, as well as carrying out other administrative duties. The Total Maintenance System (TMS) database must be fully loaded as required by Program Statement 4200.7, Facilities Operations Manual, and a balanced work schedule sustained between preventative maintenance and other work requirements. The B&F project files and B&F budget process must be administered and documented in accordance with the Facilities Operations Manual. The Facility Manager must have a current energy conservation program implemented at the institution. Other administrative duties and required reports must have been completed in an accurate and timely manner. During the past year, the nominee's accomplishments must have been verified through either an Operational or Program Review. Form of Recognition: Up to a \$1,500 cash award and a plaque.

C-7 Warehouse Employee of the Year Award

-Evaluation Criteria: This award recognizes the Warehouse Employee who has demonstrated exemplary and innovative skills in Warehouse operations. The Warehouse Worker must have shown superior work in the area of receiving and storing institutional goods; accomplishing receiving and distribution activities in a timely manner; conducting Trust Fund sales speedily and accurately with a minimum amount of discord among the inmates; provided suggestions or innovations that improved the operation of the Warehouse and Trust Fund sales operation; demonstrated

cooperation between other staff members and supervised inmates in a consistent and responsive manner. Form of Recognition: Up to a \$1,500 cash award and a plaque.

C-8 Budget Employee of the Year Award

-Evaluation Criteria: This award is designed to recognize and reward the Budget Employee who has demonstrated superior and innovative budgetary skills; has shown superior work in providing technical guidance in budget development and execution requirements; providing detailed analyses which results in savings to the Bureau; maintains and balances all budgetary accounts including position control (PO) and position management (PZ) accounts on a monthly basis and takes appropriate action to correct discrepancies; excels in the use of oral and written communications; excels in interpersonal skills in the areas of motivating employees, program review results, etc.; has shown creativity in improving current operations through automation; assists other staff members; and timely and accurate budget data productions. Form of Recognition: Up to a \$1,500 cash award and a plaque.

C-9 National Accounting Employee of the Year

-Evaluation Criteria: This award recognizes the Accounting Employee who throughout the year has demonstrated excellent and innovative accounting skills, continued superior performance in the accounting area, and made significant contributions to his/her areas of responsibility. Nominees may have displayed sustained superior performance in all areas of responsibility or performed a specific act which contributed significantly to the improved operation in his/her office or financial management in the Bureau of Prisons. Areas that may be considered (if applicable to the nominee) are: timely submission of proof-checks, timely reconciliation of Statements of Differences, activity in Budget Clearing Accounts (i.e., clearing old balances and preventing new amounts from being transferred into budget clearing accounts), proper control of cash and accuracy of cash transactions, adherence to the Prompt Payment Act, cooperation with and assistance to other staff members, timely entry of transactions into the Financial Management System, management oversight, providing training to staff, responsiveness and cooperation with the Regional and/or Central Offices. Any individual whose primary area of responsibility is in the accounting area may be considered for this award. Accounting Technicians, Operating Accountants, Supervisory Operating Accountants, Budget and Accounting Officers, Regional Accountants, and Regional Budget and Accounting Officers are eligible. Form of Recognition: Up to a \$1,500 cash award and a plaque.

C-10 Property Management Excellence Award: Inventory Management Specialist of the Year

-Evaluation Criteria: The purpose of this award is to recognize an Inventory Management Specialist who displays outstanding efforts in monitoring the record keeping, usage, acquisition, and disposition of property, processing data in the SENTRY Property

Management System, and providing guidance and training to Accountable Property Officers (APO). This award recognizes any Inventory Management Specialist who has demonstrated both

excellent work and interpersonal skills utilizing the following criteria: completing and reconciling the annual controlled property inventory and annual verification by established due dates, outstanding program review rating, responsiveness to the region and Central Office, timely and accurate submission of all property reports, outstanding or noteworthy achievements, has an established and successful APO training program, possesses and demonstrates outstanding working knowledge of Federal Property Management Regulations, Justice Property Management Regulations, and Bureau of Prisons' Property Management Regulations, has an effective program established for acquiring and disposing of excess personal property, and projects a professional image. Form of Recognition: Up to a \$1,000 cash award and a plaque.

C-11 Procurement Excellence Award:

Contract Specialists in the 1102 contracting series may be submitted for one of the following categories. An award will be made annually in one category only to the individual or office deemed most deserving: Category 1 - Outstanding Contract Specialist; Category 2 - Supervisory Contract Specialist; Category 3 - Outstanding Contracting Office.

Category 1 - Outstanding Contracting Specialist of the Year

-Evaluation Criteria: The purpose of this award is to recognize and reward the Contracting Specialist who displays on-the-job excellence. This award recognizes any non-Supervisory Contracting Specialist who has made significant contributions to the effectiveness and efficiency of the operations of the procurement office through innovative ideas or who has demonstrated both excellent work and interpersonal skills in the areas of promptly enacting new acquisition directives; contributing significantly to outstanding program review results; exhibiting outstanding or noteworthy achievements; exhibiting small purchases and contracts that consistently provide for full and open competition; possessing and demonstrating an outstanding working knowledge of acquisition regulations; projecting a professional image; and providing excellent service to their customers. Form of Recognition: Up to a \$1,000 cash award and a plaque.

Category 2 - Supervisory Contracting Officer of the Year

-Evaluation Criteria: The purpose of this award is to recognize and reward the supervisory contract specialist who displays outstanding support for the Office of Procurement and Property goals in the Bureau of Prisons. This award recognizes any supervisory contract specialist who has demonstrated both excellent work and interpersonal skills in the areas of motivating their employees; program review results; responsiveness to regions/central office; ensuring timely and accurate submission of all reports; displaying outstanding or

noteworthy achievements; ensuring compliance with CICA;
possessing and demonstrating an outstanding working knowledge of
all appropriate acquisition regulations; projecting a

professional image; and providing excellent service to their customers. Form of Recognition: Up to a \$1,500 cash award and a plaque.

Category 3 - Contracting Officer of the Year

-Evaluation Criteria: The purpose of this award is to recognize and reward the Contracting Office that consistently works as a team to support, promote, and practice the principals of the mission statement of the Office of Procurement and Property, which is: to provide goods and services to, and in furtherance of, the overall mission of the Bureau of Prisons; acquiring such goods and services in a timely manner, within federal statutory regulations, and at the best value to the government; and provide accurate accountability and control of Bureau of Prisons property resources. Additionally, the procurement office maintains excellent communication between institution and regional staff; outstanding or noteworthy achievements; ensures compliance with CICA; identifies training needs of procurement staff and provides training as necessary; possesses and demonstrates a working knowledge of acquisition regulations; demonstrates excellent cooperation with the central office; consistently ensures timely and accurate submission of reports to the central office; projects a professional image; and provides excellent service to their customers. Form of Recognition: A personal letter from the Assistant Director for Administration and eight (8) hours Time Off Award for each procurement office team member. A plaque will be awarded to the procurement office.

D. COMMUNITY CORRECTIONS AND DETENTION DIVISION AWARDS

D-1 Assistant Director's Award for the Community Corrections and Detention Division

-Evaluation Criteria: This award recognizes on-the-job excellence among mid-level managers and supervisors who exhibit exemplary managerial and supervisory performance, who have made significant contributions within their scope of program responsibilities, and who are accountable for a respective program area. Eligibility for this award is limited to Department Heads and above. Chief Executive Officers, Associate Wardens, Satellite Camp Administrators, Executive Assistants, and Superintendents of Industries (UNICOR) who have broad executive management responsibility rather than specific program responsibility are not eligible for this award. Form of Recognition: Up to a \$3,000 cash award and a plaque.

D-2 Community Corrections and Detention Division Achievement Award for Outstanding Manager of the Year

-Evaluation Criteria: This award recognizes Community Corrections Managers and Management Center Administrators for

their contributions to Community Corrections. The individual selected will be evaluated based on his/her contributions in providing exceptional service to the inmate population, contractors, federal family, and to the community as he/she

continues to ensure the philosophical goals and mission of community corrections and the Bureau of Prisons are met. Form of Recognition: Up to a \$1,500 cash award and a plaque.

D-3 Community Corrections and Detention Division Award for Excellence in Immigration/Pretrial Detention Operations

-Evaluation Criteria: This award recognizes an individual who made a significant contribution to the management, operation, or improvement of the Bureau of Prisons administration of its detainee population (deportable criminal aliens, excludable aliens, pretrial prisoners, or U. S. Marshals holdovers). The nominee will be evaluated based on program development, implementation, high quality service, or other initiatives that enhance the administration of all or some portion of the detainee population in the BOP. Form of Recognition: Up to a \$1,000 cash award and a plaque.

D-4 Award for Excellence in Citizen Participation, Community Partnerships, and Volunteerism

-Evaluation Criteria: This award is designed to recognize institution staff for their efforts to create and maintain exemplary citizen participation, community partnership, and volunteer programs. Nominations will be evaluated based upon the number of volunteers providing direct inmate services, volunteer recruitment efforts, volunteer training and development programs, volunteer recognition programs, Community Relations Board activities, and staff volunteerism efforts. Form of Recognition: Up to a \$1,000 cash award (to be shared by all recipients) and a plaque for the institution.

D-5 Community Corrections and Detention Division Specialist of the Year

-Evaluation Criteria: This award recognizes Contract Oversight Specialists, Case Managers, Transitional Services Managers, Regional Inmate Systems Specialists, and Regional Safety Specialists for their significant contributions to community corrections as related to their specialty areas. The individual selected will be evaluated for their accomplishments in developing new and innovative programs and systems, outstanding service in regard to contracting and promoting the Bureau's mission. Form of Recognition: Up to a \$1,000 cash award and a plaque.

D-6 Community Corrections and Detention Division Legal Instruments Examiner/Administrative Assistant of the Year

-Evaluation Criteria: This award recognizes Legal Instruments Examiners and Administrative Assistants (to include Budget Analysts) for their outstanding accomplishments in providing

technical support. The individual selected will be evaluated on their contributions in providing exceptional support to Community Corrections. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E. CORRECTIONAL PROGRAMS DIVISION AWARDS

**E-1 Assistant Director's Award for the Correctional
Programs Division-**

-Evaluation Criteria: This award recognizes on-the-job excellence among mid-level managers and supervisors who exhibit exemplary managerial and supervisory performance; who have made significant contributions within their scope of program responsibilities; and who are accountable for a respective program area. Eligibility for this award is limited to Department Heads and above. Chief Executive Officers, Associate Wardens, Satellite Camp Administrators, Executive Assistants, and Superintendents of Industries (UNICOR) who have broad executive management responsibility rather than specific program responsibility are not eligible for this award. Form of Recognition: Up to a \$3,000 cash award and a plaque.

E-2 Achievement Award for Outstanding Chaplain of the Year

-Evaluation Criteria: This award recognizes a chaplain for pastoral and program leadership in providing institutional religious services in the Bureau of Prisons. The individual selected will be one who has made outstanding contributions to Correctional Programs and has made contributions that exceed job requirements. Form of Recognition: Up to a \$1,000 cash award and a plaque.

**E-3 Achievement Award for Outstanding Achievement by a
Bureau of Prisons' Psychologist**

-Evaluation Criteria: This award recognizes a psychologist who makes outstanding contributions in the Correctional Programs area. Results of recently completed program reviews may be used to support the nomination. Form of Recognition: Up to a \$1,000 cash award and a plaque.

**E-4 Achievement Award for Outstanding Contribution in the
Area of Drug Abuse Programs**

-Evaluation Criteria: This award recognizes a Bureau of Prisons' staff member who makes outstanding contributions in the Drug Abuse Program area. The individual selected will be one who is knowledgeable in all areas of the Bureau's Drug Abuse Programs and whose outstanding contributions exceed his/her job requirements. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E-5 Case Management Coordinator of the Year

-Evaluation Criteria: This award recognizes a Case Management Coordinator who has contributed to the development of innovative programs and techniques, coordinated unique and effective

training experiences,

performed daily tasks in an outstanding manner, and is recognized by institution staff as a leader. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E-6 Chief Correctional Supervisor of the Year

-Evaluation Criteria: This award recognizes the Captain who has made significant contributions which enhance the overall effective operation of the Correctional Services Department. In evaluating nominees, emphasis will be placed on individual contributions in the areas of staff development, unique changes affecting institution security, new or innovative methods to enhance local training, and the ability to effectively manage difficult or sensitive situations utilizing local resources. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E-7 Correctional Supervisor of the Year

-Evaluation Criteria: This award recognizes the Correctional Supervisor (Lieutenant or Special Investigative Agent) who exemplifies leadership and professionalism of the Correctional Services Department. In evaluating nominees, emphasis will be placed on Correctional Supervisors who have made significant strides in mentoring and contributing to the career development of line staff; outstanding performance during incidents involving tense, serious, or stressful situations; identification and proactive correction of operation and physical security issues; and maintaining outstanding job performance in all areas. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E-8 Correctional Officer of the Year

-Evaluation Criteria: This award recognizes a Correctional Officer for his/her outstanding contributions. The selectee must be one who is knowledgeable in all areas of law enforcement and whose outstanding contributions exceed his/her job requirements. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E-9 Unit Staff Member of the Year

-Evaluation Criteria: This award recognizes a Unit staff member who has excelled in his/her daily job performance and made outstanding individual contributions to the development of innovative programs and techniques, contributed significantly to solving inmate problems through creative intervention within the unit, and is recognized by institution staff and inmates as a leader and effective communicator. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E-10 Inmate Systems Management Manager or Supervisor of the Year Award

-Evaluation Criteria: This award recognizes the Inmate Systems Manager, Assistant, or Supervisor, who has demonstrated outstanding abilities in leadership, training, and overall operations. The recipient must also be recognized by staff and inmates as an effective communicator and leader. Form of Recognition: Up to a \$1,000 cash award and a plaque.

E-11 Inmate Systems Legal Instrument Examiner or Inmate Systems Officer of the Year Award

-Evaluation Criteria: This award recognizes the Legal Instrument Examiner or Inmate Systems Officer who has demonstrated exceptional initiative and desire, and who has made outstanding contributions to ISM which exceed his/her job requirements. Form of Recognition: Up to a \$1,000 cash award and a plaque.

F. INDUSTRIES, EDUCATION, & VOCATIONAL TRAINING (UNICOR) AWARDS

F-1 Assistant Director's Award for Industries, Education, & Vocational Training

-Evaluation Criteria: This award recognizes on-the-job excellence among mid-level managers and supervisors who have broad executive or specific managerial responsibility, and who are accountable for a respective program area. Chief Executive Officers, Associate Warden, Camp Administrators, Executive Assistants, and Superintendents (IE&VT) are all eligible for this award. Nominees must have demonstrated exemplary managerial and supervisory performance and/or significant contributions within the scope of program responsibilities. Form of Recognition: Up to a \$3,000 cash award and a plaque.

F-2 J. Michael Quinlan UNICOR Citizenship Award

-Evaluation Criteria: This award recognizes a UNICOR employee who, through involvement in community activities, has displayed a true concern and desire to make their community a better place to live. Form of Recognition: Name permanently engraved on the Citizenship Award Plaque which will be displayed in a prominent location within UNICOR, Central Office.

F-3 UNICOR Group Award for Central Office Excellence

-Evaluation Criteria: One award will be issued which recognizes the UNICOR group of employees (program team, project team, unit, section, division, task force) whose contribution has positively impacted the Corporation. Contributions can be in any area, such as administration, manufacturing, marketing, sales, institution relations,

and/or external relations. Criteria which may be considered include but is not limited to: (1) documentation of cost savings to the Corporation; (2) development or improvement of systems or operations; (3) development of administration or procedural changes; (4) development and/or implementation of methods to make UNICOR competitive with regard to price, delivery, quality, and customer service; and (5) development of new and innovative marketing techniques. Form of Recognition: Plaque with the names of all of the group members, an appropriate memento (example: desk medallion) for each member, and a trophy which will travel to the new recipient each year.

F-4 UNICOR Management Award for Excellence

-Evaluation Criteria: One award will be issued to the UNICOR management or supervisory employee whose contribution has positively impacted the Corporation. Contributions can be in any area, such as administration, manufacturing, marketing, sales, institution relations, and/or external relations. Criteria which may be considered include but is not limited to: (1) documentation of cost savings to the Corporation; (2) development or improvement of systems or operations; (3) development of administration or procedural changes; (4) development and/or implementation of methods to make UNICOR competitive with regard to price, delivery, quality, and customer service; and (5) development of new and innovative marketing techniques. Form of Recognition: Up to \$1,000 cash award and a plaque.

F-5 UNICOR Award for Excellence

-Evaluation Criteria: One award will be issued to the UNICOR non-management/supervisory employee whose contribution has positively impacted the Corporation. Contributions can be in any area, such as administration, manufacturing, marketing, sales, institution relations, and/or external relations. Criteria which may be considered include but is not limited to: (1) documentation of cost savings to the Corporation; (2) development or improvement of systems or operations; (3) development of administration or procedural changes; (4) development and/or implementation of methods to make UNICOR competitive with regard to price, delivery, quality, and customer service; and (5) development of new and innovative marketing techniques. Form of Recognition: Up to \$1,000 cash award and a plaque.

F-6 UNICOR Group Award for Field Excellence

-Evaluation Criteria: Up to two group awards will be issued to groups (factories, business offices, etc.) which recognize UNICOR employees that have made significant contributions to the Corporation. Contributions can be in any area, such as administration, manufacturing, marketing, sales, institution relations, and/or external relations.

Criteria which may be considered include but is not limited to: (1) documentation of cost savings to the Corporation; (2) development or improvement of systems or operations; (3) development of administration or procedural changes; (4) development and/or implementation of methods to make UNICOR competitive with regard to price, delivery, quality, and customer service; and (5) development of new and innovative marketing techniques. Form of Recognition: Plaque with the names of all of the group members, an appropriate memento (example: desk medallion) for each member, and a trophy which will travel to the new recipient location each year.

F-7 UNICOR Award for Field Excellence

-Evaluation Criteria: Up to six individual awards will be issued to UNICOR employees that have made significant contributions to the Corporation. Contributions can be in any area such as administration, manufacturing, marketing, sales, institution relations, and/or external relations. Criteria which may be considered include but is not limited to: (1) documentation of cost savings to the Corporation; (2) development or improvement of systems or operations; (3) development of administration or procedural changes; (4) development and/or implementation of methods to make UNICOR competitive with regard to price, delivery, quality, and customer service; and (5) development of new and innovative marketing techniques. Form of Recognition: Up to \$1,000 cash award and a plaque.

F-8 Excellence in Education, Recreation, and/or Vocational Training

-Evaluation Criteria: Up to two awards will be issued to the Central Office and/or field Education, Recreation, or Vocational Training employee(s) who have significantly contributed to the overall education, recreation, and vocational training goals of the Bureau of Prisons. Criteria to be considered may include, but is not limited to the following: (1) positive interdepartmental relations; (2) development of innovative programs, instruction and motivation techniques or procedures; (3) involvement in research and publications; (4) budget management and cost effectiveness; and (5) inmate involvement in programs. Form of Recognition: Up to \$1,000 cash award and a plaque.

G. HEALTH SERVICES DIVISION AWARDS

(NOTE: While Public Health Service (PHS) Commissioned Officers detailed to the Bureau of Prisons are eligible to receive award recognition, they are ineligible to receive the money associated with the award.)

G-1 Assistant Director's Award for the Health Services Division

-Evaluation Criteria: This award recognizes consistently superior managerial and supervisory performance. The recipient must have demonstrated a continual dedication to health services programs in some area or areas within medical care and/or medical support provisions; environmental health or safety programs; food and nutritional programs; and/or health promotion activities. The recipient must have embraced and used strategic planning initiatives, directed a major program or several significant smaller program areas, and conducted analyses of program outcomes. The recipient must be involved in employee development through mentoring and training initiatives. The recipient must also have exhibited significant involvement in continuing education and training in his or her specialty, and a commitment to putting current knowledge to practice. The recipient must be committed to continuous quality improvement in his or her field and have shown exceptional responsiveness to program review or other quality of service measures. The recipient must have demonstrated a consistently high level of dedication to duty within his or her programmatic area. Form of Recognition: Up to a \$3,000 cash award and a plaque.

G-2 Achievement Award for Excellence in Clinical Care

-Evaluation Criteria: All health care providers involved in the delivery of clinical services including physicians, dentists, pharmacists, physicians assistants, nurse practitioners, nurses, dental assistants, etc., are eligible for consideration for this award. The recipient must have consistently demonstrated high quality clinical treatment to the inmate population, evidence of significant involvement in continuing education, a commitment to staying abreast of current clinical knowledge and practices, and a commitment to excellence in the health services quality management, and health promotion. Form of Recognition: Up to a \$1,000 cash award and a plaque.

G-3 Achievement Award for Excellence in Administration of Health Care Services

-Evaluation Criteria: Regional Health Services Administrators, Clinical Directors, Health Services Administrators, Associate Wardens (who supervise medical programs), Chief Executive Officers of the Medical Centers, medical records technicians, laboratory technicians, etc.,

are eligible for this award. The recipient must have consistently demonstrated high quality administrative skills, exceptional responsiveness to health services program review and quality of care measures, outstanding mentoring of health services personnel, evidence of significant involvement in continuing education, and active support of the Health Services Division's health promotion, managed care, and quality management efforts. Form of Recognition: Up to a \$1,000 cash award and a plaque.

G-4 Achievement Award for Excellence in Food Service Programs

-Evaluation Criteria: The recipient must have consistently demonstrated high quality efforts in preparation, presentation, and delivery of food services to the inmate population; exceptional supervision of all aspects of the food, diet, and nutrition programs; outstanding mentoring of food services personnel, evidence of significant involvement in continuing education and training regarding food service and nutritional practices, and a commitment to excellence in health promotion activities. Form of Recognition: Up to a \$1,000 cash award and a plaque.

G-5 Achievement Award for Excellence in Safety Programs

-Evaluation Criteria: The recipient must have consistently demonstrated high quality efforts in the planning and direction of initiatives in the area of employee and inmate safety, and/or environmental health exceptional supervision of all aspects of the occupational safety program, outstanding mentoring of safety personnel, evidence of significant involvement in continuing education and training regarding environmental health and life safety practices; a commitment to environmental consciousness, and environmental programs and activities. Form of Recognition: Up to a \$1,000 cash award and a plaque.

H. HUMAN RESOURCE MANAGEMENT DIVISION AWARDS

H-1 Assistant Director's Award for the Human Resource Management Division

-Evaluation Criteria: This award recognizes on-the-job excellence among mid-level managers and supervisors who exhibit exemplary managerial and supervisory performance, who have made significant contributions within their scope of program responsibilities, and who are accountable for a respective program area. Eligibility for this award is limited to Department Heads and above. Chief Executive Officers, Associate Wardens, Satellite Camp Administrators, Executive Assistants, and Superintendents of Industries (UNICOR) who have broad executive management responsibility rather than specific program

responsibility are not eligible for this award. Form of Recognition: Up to a \$3,000 cash award and a plaque.

H-2 Human Resource Management Staff Member of the Year Award

-Evaluation Criteria: This award recognizes a human resource management specialist, or a human resource clerk or assistant who has distinguished himself/herself as a knowledgeable, professional leader in the field of human resource management. Development of subordinates, maintaining or obtaining compliance with program review guidelines, good labor management relations, and reducing turnover rates are examples of desired accomplishments for a human resource specialist. Providing prompt, knowledgeable support for the human resource program (supervisors, employees, and the human resource department), functioning with minimal supervision and recognizing how his/her position inter-relates with other departments and other positions within human resource management would be examples of desired accomplishments for a human resource clerk or assistant. Form of Recognition: Up to a \$1,000 cash award and a plaque.

H-3 Award for Excellence in Recruitment

-Evaluation Criteria: This award recognizes key institution personnel who have made outstanding contributions in the areas of recruitment program development, program implementation, interaction with community agencies, liaison with affirmative action program efforts, assistance to other institutions, initiatives that have enhanced on-going recruitment efforts, and has had considerable impact on hard-to-fill positions, resulting in a significant number of staff being recruited for the Bureau of Prisons. Form of Recognition: Up to \$2,500 cash award (to be shared by all recipients) and a plaque for the institution.

H-4 Employee Development Staff Member of the Year

-Evaluation Criteria: This award recognizes an Employee Development Manager/Specialist who has best demonstrated his/her commitment to career development and training through innovative and meaningful career development programs. Such programs are able to reach a broad spectrum of staff, provide assistance to staff in pursuing the advancement of their careers, and promote cost effectiveness. Form of Recognition: Up to a \$1,000 cash award and a plaque.

I. INFORMATION, POLICY, AND PUBLIC AFFAIRS DIVISION AWARDS

I-1 Assistant Director's Award for the Information, Policy, and Public Affairs Division

-Evaluation Criteria: This award recognizes on-the-job excellence among mid-level managers and supervisors who exhibit exemplary managerial and supervisory performance; who have made significant contributions within their scope of program

responsibilities; and who are accountable for a respective program area. Eligibility for this award is limited to Department Heads and above. Chief Executive Officers, Associate Wardens, Satellite Camp Administrators, Executive Assistants, and Superintendents of Industries (UNICOR) who have broad executive management responsibility rather than specific program responsibility are not eligible for this award. Form of Recognition: Up to a \$3,000 cash award and a plaque.

**I-2 Information, Policy, and Public Affairs Division Award
for Outstanding Computer Services Management**

-Evaluation Criteria: This award recognizes a Computer Services Manager or Regional Computer Services Administrator for exemplary or creative programs, and innovations in implementation of the institution or regional computer services program during the past year. The nominees will be evaluated on the implementation of computer services programs that provide increased productivity to staff, provide unique and cost effective solutions to problems that interfere with effective utilization of computer resources, or that make computer resources more accessible to staff. Form of Recognition: Up to a \$1,000 cash award and a plaque.

**I-3 Information, Policy, and Public Affairs Division Award
for Outstanding Contributions to Research**

-Evaluation Criteria: This award recognizes any Bureau staff member for his/her contributions to the Office of Research and Evaluation Program. The nominees will be evaluated on their exceptional contributions to the Office of Research and Evaluation, in general, or on their significant contribution toward the completion of specific research projects. All research staff members, including research assistants and computer specialists, are eligible. Form of Recognition: Up to a \$1,000 cash award and a plaque.

**I-4 Information, Policy, and Public Affairs Division Award
for Outstanding Contributions to New Security
Technology**

-Evaluation Criteria: This award recognizes any BOP staff member for his/her contributions having system-wide impact in significantly improving and/or upgrading security technology within the agency. Nominations will be evaluated based on initiative displayed in recognizing and solving the need to identify a deficiency which has the potential to compromise security. The entire referral process must have been completed in an innovative and proactive follow-up fashion in conjunction with the Office of Security Technology. Form of Recognition: \$1,000 cash award and a plaque.

**I-5 Information, Policy, and Public Affairs Division Award
for Excellence in Policy Development/Directives
Management**

-Evaluation Criteria: This award recognizes central office staff for policy development contributions which produce current, clear, and accurate policies to guide Bureau operations. The nominees will be evaluated on the basis of any outstanding or innovative contribution to excellence in policy development, such as timely and qualitative completion of one or more major directives or demonstrated excellence in management of resources to improve the delivery of accurate, current, and clear policy to staff. Central office staff directly involved in policy development are eligible. This award also recognizes staff who contribute to development of management processes or techniques which facilitate the currency, accuracy, dissemination, and availability of BOP directives in the field. Nominees will be evaluated on the basis of excellent innovations which contribute to the overall directives system or specific portions of policy management which result in better delivery, access, or use of directives. Form of Recognition: Up to a \$1,000 cash award and a plaque.

**I-6 Information, Policy, and Public Affairs Division Award
for Exceptional Management of a Media Issue or for
Fostering Exceptional Media Relations**

-Evaluation Criteria: This award recognizes any BOP staff member for his/her exceptional efforts in effectively dealing with the media on a specific topic, or during an emergency situation. BOP staff may also be recognized for fostering exceptional medial relations for the institution, region, or the BOP. Nominations will be evaluated based on the scope of the issue(s) dealt with, the nominated staff members involvement in managing the situation, and the resulting media reports. Form of Recognition: Up to a \$1,000 cash award and a plaque.

J. OFFICE OF THE GENERAL COUNSEL AWARDS

**J-1 Office of the General Counsel's Assistant Director
Award**

-Evaluation Criteria: This award recognizes a member of the Bureau's legal staff (attorney, paralegal, secretary, etc.) whose efforts have significantly furthered the mission of legal service in the Bureau of Prisons. The recipient must have demonstrated both excellent work and interpersonal skills, and significant contributions to the fulfillment of Legal's role in the Bureau. Form of Recognition: Up to a \$3,000 cash award and a plaque.

**J-2 General Counsel's Award for Exceptional Performance
(Attorney)**

-Evaluation Criteria: This award recognizes a Bureau of Prisons attorney who has demonstrated a consistently high quality work product and the ability to work independently in the fulfillment of assignments, including such areas as: providing sound, understandable legal advice; preparation of litigation reports; knowledge and application of the relevant law and Bureau policy; and assistance provided to Bureau legal staff and U.S. Attorney Offices. Form of Recognition: Up to a \$1,500 cash award and a plaque.

**J-3 General Counsel's Award for Exceptional Performance
(Paralegal)**

-Evaluation Criteria: This award recognizes a Bureau of Prisons paralegal who has demonstrated a consistently high quality work product and the ability to work independently in the fulfillment of assignments, including such areas as preparation of litigation reports, knowledge and application of the relevant law and Bureau policy and assistance provided to Bureau legal staff and U. S. Attorney Offices. Form of Recognition: Up to a \$1,500 cash award and a plaque.

**J-4 General Counsel's Award for Exceptional Performance
(Legal Support Staff)**

-Evaluation Criteria: This award recognizes legal technicians, secretaries, and other non-attorney/non-paralegal staff employed in the Bureau of Prisons legal services, whose regular efforts have made a significant contribution to furthering the mission of legal service in the Bureau of Prisons. The recipient must have demonstrated a consistently high quality work product, responsiveness, good interpersonal relationships, and the ability to work independently in helping the Bureau of Prisons legal service fulfill its legal functions. Form of Recognition: Up to a \$1,500 cash award and a plaque.

J-5 General Counsel's Exemplary Assistance Award

-Evaluation Criteria: This award recognizes a non-legal or non-Bureau, Federal Government employee, who has made a significant contribution to supporting the mission of legal service in the Bureau. This support may be in such areas as litigation assistance or where the management of an area has played a significant role in the Bureau's ability to successfully defend against litigation challenges. Form of Recognition: Up to a \$1,500 cash award and a plaque.

K. PROGRAM REVIEW DIVISION AWARDS

K-1 Assistant Director's Award for the Program Review Division

-Evaluation Criteria: This award recognizes on-the-job excellence among mid-level managers and supervisors who exhibit exemplary managerial and supervisory performance; who have made significant contributions within their scope of program responsibilities; and who are accountable for a respective program area. Eligibility for this award is limited to Department Heads and above. Chief Executive Officers, Associate Wardens, Satellite Camp Administrators, Executive Assistants, and Superintendents of Industries (UNICOR) who have broad executive management responsibility rather than specific program responsibility are not eligible for this award. Form of Recognition: Up to a \$3,000 cash award and a plaque.

K-2 National Award for Excellence in Operational Reviews

-Evaluation Criteria: This award recognizes key staff members whose BOP facility has demonstrated an efficient Operational Review process. This is demonstrated by a continuous system of self-monitoring and follow-up whose essential characteristics consist of cross training opportunities and other innovative ways of self-monitoring; development of substantive working papers and review evidence; by the quality of reports, use of information in these reports, and the impact as verified by excellent formal Program Reviews. Form of Recognition: Up to a \$2,000 (to be shared by all recipients) and a plaque for the institution or field facility.

K-3 Award for Excellence in Program Reviews

-Evaluation Criteria: This award recognizes the Program Reviewer in the Program Review Division (PRD) who has made the most significant contributions to the program review process. Significant contributions will be measured by the quality and timeliness of reports generated (to include working papers), implementation of innovative ideas to satisfy review requirements and/or cost reductions, and the quality of interaction with institution staff. Additionally, a maximum of four individuals who assisted the PRD as Reviewers and made the most significant contributions to the review process will be eligible for this award. Form of Recognition: Up to a \$1,000 cash award and a plaque for the PRD recipient. Up to a \$2,000 cash award to be shared by up to four individuals and individual plaques.

K-4 Most Significant Contributor of Management Assessment

-Evaluation Criteria: This award recognizes the Central or regional office administrator who has demonstrated the most successful use of the Management Assessment Process at any of the three levels of management within his/her discipline.

The recipient must demonstrate commitment to the process which is suggested by: attendance in PRD training, command of indicator data as drawn from the Strategic Management Cycle, completing the Program Review and Strategic Management Cross-Development Module, demonstrating a working knowledge and practical application experience with FPS 1210.7, and being an active participant in at least one Management Assessment meeting over the past year. (Former PRD staff are exempt from this award for a period of one year.) Form of Recognition: Up to a \$2,000 cash award and a plaque.

K-5 Award for Excellence in Strategic Planning-Institution

-Evaluation Criteria: This award recognizes key staff who have contributed to an exemplary overall strategic planning system. Evaluation will be based on one or more of the following areas: 1) development of local goals and initiatives which involve the ability to identify priority issues and concerns; 2) goal accomplishment which involves the ability to implement strategies and monitor the status of goals; 3) staff involvement which is a process that allows and encourages input from staff at all levels. Input to generate, develop, and communicate goals and involving the ability to incorporate current systems, i.e., budget committee, manpower committee, etc.; 4) creating a process that includes innovative ideas or programs, i.e., the ability to tie in performance appraisals with the planning process; and 5) any other criteria which contributes to an exemplary planning process. Form of Recognition: Up to a \$2,500 cash award (to be shared by all recipients) and a plaque for the institution.

K-6 Award for Excellence in Strategic Planning-Individual Award

-Evaluation Criteria: This award recognizes significant individual contributions in the area of strategic planning that have enhanced planning efforts and have had a considerable impact on the planning process either at an institution, regional office, or Central Office level. Evaluation will be based on one or more of the following areas: 1) development of local goals and initiatives involving the ability to identify priority issues and concerns; 2) goal accomplishment involving the ability to implement strategies and monitor the status of goals; 3) staff involvement which is a process that allows and encourages input from staff at all levels. Input to generate, develop, and communicate goals, involving the ability to incorporate current systems, i.e., budget committee, manpower committee, etc.; 4) creating a process that includes innovative ideas or program, i.e., the ability to tie in performance appraisals with the planning process; and 5) any other criteria which contributes to an exemplary planning process. Form of Recognition: Up to a \$1,000 cash award and a plaque.

602. NOMINATION AND SELECTION PROCEDURES

1. Bureau-wide Award Nomination Timeframes:

January 20 -- Benefits, Awards, and Professional Development (BAPD) Section, Human Resource Management Division (HRMD) requests nominations

February 20 -- Nominations due in regions and training centers

March 15 -- Nominations due in BAPD Section, HRMD Central Office

2. The nomination form for all Bureau-wide Awards is found on page 6-24 of this Chapter. A one page justification must be stapled to each award nomination. All nomination forms are to contain the following information for each nominee (including each member of any group nomination): correctly spelled name, social security number, title and grade, and institution.

The alpha/numerical code associated with each award category must also be indicated on the form (i.e., A-2 for the James V. Bennett Award, H-2 for the Human Resource Manager of the Year).

The accuracy of the information on the nomination form and the justifications is critical as it will be used to key award checks, inscribe plaques, and prepare congratulatory letters.

3. After review and approval by Regional Directors and Training Center Directors, the nominations are to be forwarded to the Central Office, Human Resource Management Division, Benefits, Awards, and Professional Development Section, Incentive Awards Coordinator, 320 First Street, Room 432, Washington, D.C. 20534. Each Regional Director and Training Center Director is asked to submit all award nominations to the Central Office at one time with a cover memo. This cover memo should:

- list the names of all nominated employees (or institution for a group award) by award category.
- indicate the Regional Director's or Training Center Director's recommended selectee, by category.

NOTE: THE REGIONAL OFFICES AND TRAINING CENTERS ARE REQUESTED TO VERY CLOSELY REVIEW THE QUALITY OF THE NOMINATIONS PRIOR TO FORWARDING THEM. NOMINATIONS THAT ARE POORLY WRITTEN OR LACK SUBSTANTIVE MERIT SHOULD BE REVISED.

Central Office nominations are to be submitted together with a cover memo from each Assistant Director listing the names of nominated employees and delivered to the HOLC Building,

Room 432.

[illegible]

ATTACH A ONE PAGE JUSTIFICATION

This form replaces BP-172(34) dtd July 1988
(May be replicated via WP)

CHAPTER 7: CAREER SERVICE RECOGNITION

700. GENERAL INFORMATION

1. The Bureau of Prisons has established several vehicles to recognize significant milestones in the career of our employees. These come in the form of service pins, service certificates, plaques, timepieces, and letters. Each is designed to express the Bureau's appreciation for continued service on the part of our staff.

2. Requirements for each of the above are described on the following pages.

3. Cash awards, Quality Step Increases, and Time-Off Awards recognizing length of service are not authorized for this purpose.

701. CAREER SERVICE INSIGNIA (PINS)

1. Introduction: The purpose of the Career Service Insignia is to recognize and reward employees for their years of service to the Federal Bureau of Prisons (BOP).

2. Evaluation Criteria: All employees are eligible to receive a Career Service Insignia upon completion of five years of BOP service and thereafter in multiples of five years up to 35 years. Employees whose BOP service was interrupted by military service will receive credit for such service toward receipt of the appropriate service insignia. (Otherwise, military service is not credited.)

3. Form of Recognition: This award consists of a pin.

4. Nomination Procedures: The servicing human resource office is responsible for ensuring the Chief Executive Officer is notified when an employee is eligible for a service pin and for ensuring the correct pin is in supply.

NOTE REGARDING PIN ORDERS: Once each year the Benefits, Awards, and Professional Development (BAPD) Section, Human Resource Management Division, will place orders for pins, for presentation the following year. Upon request of BAPD, the orders for pins are to be submitted to the regional office and a consolidated request is to be submitted to BAPD. The servicing human resource office for the training centers will submit pin orders directly to BAPD. Orders must specify number of pins desired in each five year multiple (5 to 35).

Pin orders will be forwarded to each regional office and training center servicing human resource offices for distribution.

702. CAREER SERVICE CERTIFICATE

1. Introduction: This certificate is awarded in recognition of all creditable Federal Government service (BOP, military, and other federal agencies). This award is particularly significant for employees who have transferred between agencies and may not otherwise receive recognition.

2. Evaluation Criteria: All employees are eligible to receive a Career Service Certificate upon completion of five years of creditable federal service and thereafter in multiples of five up to 50 years. Creditable service will be determined by using the federal service computation date (FSCD). (Note: There are some instances where the FSCD will not work, such as military retirees, and the determination for the appropriate certificate will have to be made based upon a review of personnel records and the FSCD.)

3. Form of Recognition: This award consists of an embossed certificate reflecting the appropriate years of federal service. Career Service Certificates are significant milestones of an employee's career and should be presented, when feasible, at a ceremony attended by his/her peers (i.e., Warden's recall).

4. Nomination Procedures: The servicing human resource office is responsible for ensuring the Chief Executive Officer is notified when an employee is eligible for a Career Service Certificate, and for ensuring the correct certificate is on hand.

NOTE: This award should be presented in addition to the Bureau Service Insignia.

NOTE REGARDING CERTIFICATE ORDERS: Certificates are ordered in conjunction with "Rider Info" requests. Each year the Central Office will request orders for certificates to be presented the following year. Orders are to be submitted to the regional office and a consolidated request is to be submitted to the Benefits, Awards, and Professional Development Section, Human Resource Management Division.

703. SIGNIFICANT ACCOMPLISHMENT AWARD - TRANSFER/SEPARATION

1. Introduction: The purpose of the Significant Accomplishment Award is to recognize and reward an employee's individual contribution to a specific facility at time of transfer or separation.

2. Evaluation Criteria: All employees who leave their current duty location may be eligible upon recommendation of their immediate supervisor and approval of the local Chief Executive Officer or designee. The separation may be by transfer, reassignment, retirement, or resignation. The immediate

supervisor is responsible for submitting a justification of the contribution the employee has made.

Exceptions. Any employee transferred as a result of an adverse or disciplinary action would not be eligible to receive the award, nor would any employee whose most recent performance appraisal reflected a rating of less than fully successful.

3. Form of Recognition. This is non-monetary recognition. Each institution is encouraged to establish its own award design. It is intended for the item of recognition to become a standard that can be recognized throughout the Bureau as representative of the institution. The cost may not exceed the awards table guidelines for awards for intangible benefits of limited scope and moderate value (currently \$25 - \$100). The funding of this award is at the local level.

4. Nomination Procedures. The immediate supervisor will submit a nomination in simple narrative format with justification. It will then be routed through the normal procedures (i.e., for funding authorization) to the approving official. Authority for approving this award may be re-delegated to the human resource manager.

5. Limitation. This will be the only award authorized for purchase through appropriated funds that an employee may receive at the time of separation, except for retirees who are eligible for other career service recognition described elsewhere in this Chapter.

704. RETIREMENT PLAQUES

1. Introduction. This award is given to all employees who retire from the Federal Bureau of Prisons.

2. Evaluation Criteria. All employees, including Public Health Service (PHS) employees, who are eligible to receive a retirement annuity (disability or otherwise) are eligible for the retirement plaque. For those retiring with less than ten years of service, the Chief Executive Officer will determine eligibility on a case-by-case basis.

3. Form of Recognition. This award consists of a plaque with a citation signed by the Director.

4. Nomination Procedures. The servicing human resource office is responsible for ensuring the Chief Executive Officer is notified when an employee is retiring and for ensuring the plaque and citation are in supply upon the employee's retirement.

* **Note to All Human Resource Offices:** Plaque requests shall be routed through the procurement office to UNICOR's Customer Service Center. The purchase order must include the Retirement Plaque Requisition form (BP-S376) (see pages 7-8). The ordering institution shall absorb the cost of plaques and charge them to administrative expenses. *

705. RETIREMENT TIMEPIECES

1. Introduction. Retirement Timepieces are available to all employees who retire from the Federal Bureau of Prisons. Each retiring employee may choose either a watch or a clock (mantle clock).

2. Evaluation Criteria. All employees, including PHS employees, who are eligible to receive a retirement annuity (disability or otherwise) are eligible for the retirement timepieces. For those retiring with less than 10 years of service, the Chief Executive Officer shall determine eligibility on a case-by-case basis.

3. Form of Recognition. These awards consist of a quartz wrist watch or a quartz clock.

* 4. Nomination Procedures. The servicing Human Resource office is responsible for notifying the employee of the availability of the timepieces, and for ordering the timepiece from the Employee Relations Section (ERS), Human Resource Management Division. Pictures of the timepieces are available in each Human Resource office to assist the employee in making his/her choice.

Note to All Human Resource Offices: Timepieces are to be requested **via BOPNet GroupWise WAN or fax** and must contain the employee's name, date of retirement, institution, and choice of timepiece (i.e., man's or lady's wristwatch, or clock). These requests should be made at least 30 days in advance of the employee's date of retirement. Should the timepiece be needed prior to the retirement date, the request should so indicate. *

706. RETIREMENT LETTERS

1. Introduction. Congratulatory letters from the Director and the President (if eligible) should be presented to all employees upon retirement in recognition of their service to the Bureau and the United States.

2. Evaluation Criteria. All employees who are eligible to receive a retirement annuity, including PHS employees, are eligible to receive a congratulatory letter from the Director. Employees with at least 20 years of federal service are eligible to receive a letter from the President. For employees with less than 20 years, eligibility will be determined by the White House Staff on a case-by-case basis.

3. Form of Recognition. This recognition consists of letters signed by the Director and the President.

4. Nomination Procedures. The servicing human resource manager is responsible for requesting letters from the Director and the President.

* Requests for letters from the Director shall be mailed, faxed, or sent via BOPNet GroupWise WAN to the Writer/Editor in the Assistant Director's Office, Human Resource Management Division, and include a brief biographical sketch of the employee, including all information requested on Page 7-7. *

To request a letter from the President, a letter should be mailed to the Office of Special Letters, Room 93, Old Executive Office Building, Washington, D.C. 20500. These requests should include the name of retiree, number of years of service, retirement date, brief work history, name of the agency, employee's home address, and the name and address of the person presenting the letter. If the employee is retiring on a disability, the nature of the disability should also be included. Page 7-6 contains a sample form letter for requesting letters from the President. The biographical sketch from page 7-7 should be attached to this letter. The telephone number for the Office of Special Letters is (202) 456-2276.

707. RECOGNITION FOR SERVICE OF DECEASED EMPLOYEES

1. Introduction. The Bureau of Prisons will recognize the service of deceased employees.

2. Evaluation Criteria. An appropriate family member of an individual who dies while employed with the Bureau of Prisons, including PHS employees, will receive recognition for their service, whether the death was job-related or non job-related.

* 3. Form of Recognition. This recognition consists of a clock and a U.S. Flag (which has been flown over the U.S. Capitol). The flag will be displayed in a mahogany flag box affixed with a brass plate with an inscription signed by the Director (the U.S. Flag and the flag box will not be sent until the brass plate is received and affixed to the flag box).

4. Nomination Procedures. The servicing human resource office is responsible for ordering the timepiece and the U.S. Flag from the Employee Relations Section, Human Resource Management Division, via fax or BOPNet GroupWise WAN. The request shall include the employee's name, date of death, and institution. These requests should be made as soon as possible after the employee's death. (About two weeks should be allowed for inscription of the brass plate that will be placed on the flag box. If the flag is needed earlier, the message should so indicate.) *

(SAMPLE LETTER - PLEASE USE APPROPRIATE LETTERHEAD PAPER)

Office of Special Letters
Old Executive Office Building, Rm. 93
Washington, DC 20500

Dear Sir or Madam:

We would like a congratulatory letter, signed by the President, for (retiree's name) who will be retiring on (retirement date).

(Retiree's name) has worked for the Department of Justice, Federal Bureau of Prisons for (number of years) in various positions. Currently, (he/she) is a (position title) at the (full name of institution and location). A short employment history is attached for your review. (Page 7-7 should be completed and attached.)

(Retiree's name) home address is (retiree's home address). However, we would like the letter mailed to (name of person presenting the letter), (address of person presenting the letter).

Thank you for your assistance in this matter.

Sincerely,

Human Resource Manager

1. NAME: SPOUSE'S NAME:
2. NICKNAME/NAME FOR SALUTATION: (Dear _____:)
3. INSTITUTION:
4. CURRENT TITLE/DEPARTMENT:
5. TYPE OF RETIREMENT: Voluntary/Disability/Mandatory
6. DATE OF RETIREMENT:
7. DATE OF PROPOSED LETTER PRESENTATION:
8. TOTAL YEARS BOP SERVICE:
9. TOTAL YEARS OF CIVILIAN GOVERNMENT SERVICE, NAMES OF EACH AGENCY AND DATES OF EMPLOYMENT:
10. IF EMPLOYEE SERVED IN MILITARY, LIST BRANCH, YEARS, AND DATES OF SERVICE:
11. TOTAL FEDERAL GOVERNMENT SERVICE INCLUDING BOP, MILITARY, AND CIVILIAN GOVERNMENT:
12. LIST OF BOP DUTY STATIONS INCLUDING TITLES AND DATES OF SERVICE:

<u>Date From</u>	<u>Date To</u>	<u>Title</u>	<u>Duty Station Location</u>
13. LIST ALL AWARDS IN PAST FIVE YEARS.
14. OTHER SIGNIFICANT CONTRIBUTIONS: (BOP/COMMUNITY)
15. PERSONAL INTERESTS
16. RETIREMENT PLANS

Federal Bureau of Prisons

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\*  
\*To: UNICOR  
\* Federal Correctional Institution  
\* P.O. Box 60  
\* Ray Brook, NY 12977  
\* ATTN: Print Plant

\*  
1 Purchase Order must accompany each request.

| Number | *<br>Name (First, M.I., Last) | *<br>Date of Retirement | *<br>Total Years<br>of Service | *<br>Citation<br>(See |
|--------|-------------------------------|-------------------------|--------------------------------|-----------------------|
|        |                               |                         |                                |                       |

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For outstanding service in the Federal Bureau of Prisons. Your able leadership and devotion to duty in critical and highly specialized tasks constituted a valuable contribution to the standards of correctional programs. Your personal qualities personify the principle of justice for all and have been significant in the correction of those committed to our care. On behalf of your friends and associates, I present this evidence of our affection and esteem.

In recognition of a distinguished career in the Federal Bureau of Prisons. Through your dedication and devotion to the philosophy and concepts of our service, your example and precepts, your outstanding personal leadership and managerial ability, you have contributed immeasurably to the devotion of high standards of correctional programs. On behalf of your friends and associates, I present this evidence of our affection and esteem.

Citation (3)

In recognition of and appreciation for loyal and faithful service. Your dedication and devotion to the ideals and objectives of the Federal Bureau of Prisons contributed much toward the building of the Service to the position of world leadership in Corrections which it enjoys today. On behalf of your associates and many friends, I am happy to present this token of our affection and esteem on this occasion of your retirement.

This form replaces BP-376(30) dtd April 1985  
(May be reproduced via WP)

**CHAPTER 8: PUBLIC HEALTH SERVICE COMMISSIONED OFFICERS AWARDS  
AND DECORATIONS**

**800. GENERAL INFORMATION**

1. Public Health Service (PHS) Commissioned Officers detailed to the Bureau of Prisons are not permitted to receive monetary awards for performing their assigned duties. There are, however, awards and decorations available through the Public Health Service for which they can be nominated.

2. The purpose of including PHS awards and decorations in this Manual is: (a) to improve familiarity of officers, supervisors, and administrators with the awards program; and (b) to encourage greater utilization of the program to give deserving officers recognition for performance of outstanding or unique significance to the Bureau and the Public Health Service.

3. The Commissioned Officer's Recognition Program was established in 1961 and offers an excellent opportunity to:

- a. Recognize officers for outstanding performance or service meriting recognition;
- b. Encourage maximum performance among personnel; and
- c. Improve esprit de corps.

4. A commissioned officer's performance may be recognized with any of the awards found in the following section.

**801. AWARD TYPES:**

Distinguished Service Medal

Meritorious Service Medal

Outstanding Service Medal

Commendation Medal

Achievement Medal

Public Health Service Citation

Outstanding Unit Citation

Unit Commendation

Foreign Duty Service Ribbon



Hazardous Duty Service Ribbon

Isolated Hardship Service Ribbon

Special Assignment Service Ribbon

Officer in Charge Insignia

Public Health Service Lapel Device

Nomination Procedures: Nomination information can be obtained through the Health Service Administrator's office in the Central Office or from the Commissioned Corps Personnel Manual (CCPM), Instruction 1 of Subchapter CC27.1, and Instruction 1 of Subchapter CC27.9.

Award Presentations: Except for the Public Health Service Lapel Device, the award will usually be presented by the Warden. If the Medical Director is in the area at the time of presentation, the Medical Director may wish to present the award to the officer.

## **CHAPTER 9: DEPARTMENT OF JUSTICE AWARDS**

### **900. GENERAL INFORMATION**

1. Attorney General Awards. There are a total of fourteen Attorney General Awards sponsored by the Department of Justice annually. Short descriptions and nomination criteria for the Attorney General's Awards follow. Individuals may not be simultaneously nominated for more than one award. However, the Department of Justice Incentive Awards Board will automatically consider Exceptional Service Award nominees for the Distinguished Service Award.

2. John Marshall Award. The Attorney General's Awards are intended mainly to honor Department employees; however, one category of the John Marshall Awards is available to honor client agency attorneys. This category, Interagency Cooperation in Support of Litigation, provides an excellent opportunity to recognize non-Department attorneys for their support and assistance in accomplishing our objectives.

3. Nomination Procedures: The nomination period for Attorney General Awards usually opens in March and concludes in mid-May. Only one nominee for each type of Attorney General Award or category within an Attorney General Award from the Bureau will be submitted to the Department of Justice unless there is a compelling reason to expand the number of nominees.

Specific solicitation information will be forwarded to institutions and regional offices by the BOP Incentive Awards Coordinator as soon as it is available. Nominations are to be submitted only in accordance with the annual solicitation received from the Bureau Incentive Awards Coordinator.

4. Selection Procedures: Each nomination will be endorsed by the Warden of the institution through the Regional Director, or by the Section Chief/Branch Manager in the Central Office through their respective Assistant Director, then forwarded to the Bureau Incentive Awards Coordinator. The Bureau Incentive Awards Coordinator is responsible for collecting all nominations and forwarding to the Director for selection of the Bureau of Prisons nominee(s). These nominees will be submitted to the Department of Justice Awards Committee for final selection.

### **901. ATTORNEY GENERAL'S AWARD FOR EXCEPTIONAL SERVICE**

1. Evaluation Criteria: The Attorney General's Award for Exceptional Service is the highest award granted by the Attorney General in recognition of exceptional contributions or performance. Nominees for the exceptional service award who are not selected will be automatically considered for the Distinguished Service Award. This award is presented to

individuals who have: a) given special service in the public interest; b) given exceptionally outstanding contribution which

resulted in highly successful accomplishments; or c) exhibited extraordinary courage and voluntary risk of life.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$5,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **902. ATTORNEY GENERAL'S AWARD FOR DISTINGUISHED SERVICE**

1. Evaluation Criteria: The award is presented to individuals who have: a) accomplished assigned duties in such an exemplary manner as to inspire other employees; b) exercised unusual courage or competence in an emergency while on duty; c) rendered a professional service of a unique or distinctive character; or d) distinguished conduct.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$3,000 presented by the Attorney General and Director during the Attorney General's Annual Awards Ceremony.

#### **903. JOHN MARSHALL AWARDS**

1. Evaluation Criteria: There is a total of nine awards given in six categories:

- a. Trial of Litigation (2 awards);
- b. Preparation of Litigation (2 awards);
- c. Support of Litigation (2 awards);
- d. Handling of Appeals (1 award);
- e. Providing Legal Advice or Preparing Legislation (1 award); and
- f. Interagency Cooperation in Support of Litigation (1 award).

2. Form of Recognition: Employees selected for these awards will receive a cash award of \$2,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **904. ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN LAW ENFORCEMENT**

1. Evaluation Criteria: All law enforcement officers employed by the Department of Justice (DOJ) are eligible. A nominee must have demonstrated unusual courage or outstanding accomplishments in the field of law enforcement. The term "law enforcement officer" means an employee whose primary duties are the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$2,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **905. ATTORNEY GENERAL'S AWARD FOR EQUAL EMPLOYMENT OPPORTUNITY**

1. Evaluation Criteria: This award is not restricted to Equal Employment Opportunity Program Officials. Any manager, employee, or group of employees who have made significant contributions to the Department's EEO Program may be nominated. These contributions could be in the areas of leadership, training, recruitment, conciliation, or any other activity that enhances employment opportunities for women and minorities, including Blacks, Hispanics, Native Americans, and Asian Americans within any organizational component of the Department.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$1,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **906. ATTORNEY GENERAL'S AWARD FOR UPWARD MOBILITY**

1. Evaluation Criteria: This award is given to DOJ employees whose contributions in the areas of leadership, training, program development, program implementation, or other activities enhance upward mobility opportunities for lower graded employees.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$1,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **907. ATTORNEY GENERAL'S MERITORIOUS PUBLIC SERVICE AWARD**

1. Evaluation Criteria: Nominees for these awards are recipients of Public Service Award Certificates, i.e., private citizens or organizations. The award is given for extraordinary valor; exceptional personal service or consultation by an individual; exceptional contributions by a private group or an organization.

2. Form of Recognition: The recipients of these awards will receive a plaque presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

**908. ATTORNEY GENERAL'S AWARD FOR OUTSTANDING SERVICE TO DOJ  
DISABLED EMPLOYEES**

1. Evaluation Criteria: This award is given to DOJ employees who have provided such services as recruitment, employment, provision of services, accommodation, or equipment to handicapped employees.

2. Form of Recognition: The employees selected for this award will receive a plaque accompanied by a cash award of \$1,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

**909. ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN LEGAL SUPPORT**

1. Evaluation Criteria: This award is given to DOJ paralegal specialists and legal secretaries at grade GS-12 and below for outstanding performance in the field of legal support over a sustained period of time, or extraordinary achievements that overcame unusual difficulties or unique situations of high importance to the organization's mission. Two awards will be granted; one in the area of paralegal support; and the second for legal secretarial support.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$1,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

**910. ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN ADMINISTRATIVE  
SUPPORT**

1. Evaluation Criteria: This award is given to DOJ administrative and secretarial personnel at grade GS-12 and below who have exhibited outstanding performance in the field of administrative support over a sustained period of time, or whose extraordinary achievements have overcome unusual difficulties or unique situations of high importance to the organization's mission. Two awards will be granted; one in the area of administrative support and the second for non-legal secretarial support.

2. Form of Recognition: The employees selected for this award will receive a plaque accompanied by a cash award of \$1,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

**911. ATTORNEY GENERAL'S AWARD FOR EXCEPTIONAL HEROISM**

1. Selection Criteria: All DOJ employees are eligible for

nomination. A nominee must have demonstrated extraordinary courage in the course of carrying out the duties of his/her

position and have displayed valor in a highly dangerous, life-threatening situation involving efforts to save another person's life or the protection of property.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$4,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **912. ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN MANAGEMENT**

1. Selection Criteria: All supervisory or managerial employees at the GS-13 or higher grade levels are eligible for nomination. A nominee must have made extraordinary contributions or achievements in the improvement of operational or program effectiveness; efficiency or productivity; have reduced or eliminated costs through innovative, special managerial, or administrative efforts and initiatives; or have benefitted the Department through the reduction or elimination of fraud, waste, mismanagement, or abuse.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$2,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **913. THE WILLIAM FRENCH SMITH AWARD FOR OUTSTANDING CONTRIBUTION TO COOPERATIVE LAW ENFORCEMENT**

1. Selection Criteria: This award was established to pay tribute to the memory and achievements of former Attorney General Smith for his establishment of Law Enforcement Coordinating Committees (LECCs), and his outstanding efforts in promoting law enforcement cooperation and coordination throughout the Nation. This award recognizes state and local law enforcement officials who, through their participation as representatives to LECCs, have made significant contributions to cooperative law enforcement endeavors and objectives. A "law enforcement official" means any state and local police officer, police department official, district attorney, public safety officer, probation officer, or individual in a similar occupation (whether elective or appointive). A group of such officials may also be nominated. The nominee must have made extraordinary contributions or achievements in establishing or improving operational or program effectiveness, efficiency, or productivity of an LECC. The justification must describe the benefits which have been derived by an LECC, the law enforcement community in general, or the public by the nominee's contribution to cooperative law enforcement. Nominations must also include the name and address of the individual's employer, the name and telephone number of his/her immediate supervisor, and a statement



that concurrence with the nomination has been obtained from the head of the nominee's employing organization.

2. Form of Recognition: The employee selected to receive this award will receive a plaque presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

#### **914. MARY C. LAWTON LIFETIME SERVICE AWARD**

1. Selection Criteria: This award is designed to recognize employees who have served at least 20 years in the Department and who have demonstrated high standards of excellence and dedication throughout their careers. To be eligible for consideration, the employee must have significantly contributed to the success of the Department, its goals and mission, by a record of outstanding actions and accomplishments. The award will be given only in exceptional circumstances to those individuals of special merit and to be awarded to express general appreciation for tenure alone.

2. Form of Recognition: The employee selected for this award will receive a plaque accompanied by a cash award of \$3,000 presented by the Attorney General and the Director during the Attorney General's Annual Awards Ceremony.

## **CHAPTER 10: AMERICAN CORRECTIONAL ASSOCIATION AWARDS**

### **1000. GENERAL INFORMATION**

1. The American Correctional Association (ACA) is an organization dedicated to the advancement of corrections and the professionalism of its members. The ACA recognizes achievements for outstanding accomplishments, exceptional heroism, and significant contributions to research, along with the Martin Luther King, Jr. Scholarship Award.

### **1001. E.R. CASS CORRECTIONAL ACHIEVEMENT AWARD**

1. Introduction: The E. R. Cass Correctional Achievement Award is the highest award presented by the ACA. This award is designed to recognize members of the Association for their outstanding accomplishment in corrections and service to the Association.

2. Evaluation Criteria: Nominees for this award must meet four criteria: (1) must have been an active ACA member for more than five years; (2) must have made an outstanding contribution to the field of corrections and the Association; (3) must have shown a deep concern for and must have actively participated in the field while exemplifying ACA principles; (4) must be concerned with and aware of the effect of his/her contribution(s) to the public and the field.

3. Form of Recognition: Recipients will be honored at the Association's Summer Conference.

4. Nomination Procedures: Nominations will be solicited by Benefits, Awards, and Professional Development (BAPD), Human Resource Management Division (HRMD). Members may nominate a colleague or themselves by sending a nominating letter (on plain bond paper, with a cover memo) to BAPD by November 1st of each year. Nominations supported by the Director will be forwarded to the ACA's Committee on Correctional Awards by December 1st of each year. Letters of support are welcomed as a part of the application procedure.

**For Further Information: Awards Committee ACA  
8025 Laurel Lakes Court  
Laurel, Maryland 20707**

### **1002. MEDAL OF VALOR**

1. Introduction: The Medal of Valor is presented to a person or persons in corrections who, during the previous calendar year, performed an act of extraordinary bravery and exceptional valor involving imminent personal threat to life with knowledge of the

risk above and beyond the call of duty.

2. Evaluation Criteria: Nominees for this award must be correctional workers who are recommended by one or more persons for an act of bravery.

3. Form of Recognition: The Medal of Valor will be presented at ACA's Winter Conference, usually held in January.

4. Nomination Procedures: Nominations will be solicited by Benefits, Awards, and Professional Development (BAPD), Human Resource Management Division (HRMD). Members may nominate a colleague or themselves by sending a nominating letter (on plain bond paper, with a cover memo) to BAPD by May 1st of each year. Nominations for the previous calendar year must be received at ACA headquarters by June 1st of each year, must be accompanied by a copy of the institution's or correctional administrative officer's official report of the event, and must be endorsed by the Director.

**For Further Information: Awards Committee ACA**  
8025 Laurel Lakes Court  
Laurel, Maryland 20707

**1003. PETER P. LEJINS RESEARCH AWARD**

1. Introduction: The Peter P. Lejins Research Award is presented annually to an outstanding researcher who has contributed significantly to the field of corrections.

2. Evaluation Criteria: Nominees for this award must meet three criteria: (1) he/she must have been an active ACA member for more than three years; (2) he/she must have been responsible for a significant contribution to the field of corrections; (3) his/her contribution must be positively evaluated by at least one competent and recognized researcher in the field of corrections.

3. Form of Recognition: The Research Award will be presented at ACA's Winter Conference, usually held in January.

4. Nomination Procedures: Nominations will be solicited by BAPD, HRMD. Nominations recognizing research for the previous calendar year must be received in BAPD by May 1st each year. Nominations supported by the Director will be forwarded to ACA headquarters by June 1st of each year.

**For Further Information: Awards Committee ACA**  
8025 Laurel Lakes Court  
Laurel, Maryland 20707

**1004. MARTIN LUTHER KING, JR. SCHOLARSHIP**

1. Introduction: This scholarship is presented by the ACA to

honor the memory of Dr. King and his contributions to corrections and the country.

2. Evaluation Criteria: For an individual to be nominated for the Martin Luther King, Jr. Scholarship: (1) he/she must have been an active ACA member for more than three years; (2) he/she must have been responsible for a significant contribution to the field of corrections; (3) his/her contribution must be positively evaluated by at least one competent and recognized researcher in the field of corrections.

3. Form of Recognition: The Martin Luther King, Jr. Scholarship will be presented at ACA's Winter Conference, usually held in January.

4. Nomination Procedures: Nominations will be solicited by BAPD, HRMD. Nominations recognizing research for the previous calendar year must be received in BAPD by May 1st each year. Nominations supported by the Director will be forwarded to ACA headquarters by June 1st of each year.

**For Further Information: Awards Committee ACA  
8025 Laurel Lakes Court  
Laurel, Maryland 20707**

## **CHAPTER 11: SENIOR EXECUTIVE SERVICE AND PRESIDENTIAL AWARDS**

### **1100. GENERAL INFORMATION**

1. The law authorizes granting special recognition, awards and incentive payments to members of the Senior Executive Service (SES) to help attract, retain, recognize, reward, and motivate highly competent executives.

2. Payments and forms of recognition include: Presidential Distinguished and Meritorious Rank Awards; agency performance awards (bonuses); and superior accomplishment incentive awards.

3. In deciding an appropriate award, the particular purpose of each award should be kept in mind.

4. The President may pay a cash award to, and incur necessary expense for the honorary recognition, of employees. Specific types of recognition have been established for this purpose.

### **1101. DISTINGUISHED AND MERITORIOUS EXECUTIVE AWARDS**

1. Introduction: The Distinguished Executive Award is a Presidential Rank Award; it is limited to one percent of career SES employees government-wide and recognizes a "sustained extraordinary accomplishment."

The Meritorious Executive Award is a Presidential Rank Award; it is limited to five percent of career executive SES government-wide employees and recognizes a "sustained accomplishment."

2. Evaluation Criteria: A nominee for either award must: a) hold a career SES appointment; and b) have completed three years of career or career-type federal civilian service at the SES or an equivalent level. The service need not have been continuous. An individual may not receive the same award twice during the four fiscal years following the year in which the award is given. An individual may not receive a Distinguished Rank Award and a performance award during the same calendar year, although the executive may receive a Meritorious Rank Award and a performance award as long as the sum of the two does not exceed 20 percent of his/her basic rate of pay.

Criteria upon which executives may be nominated include those listed below. An agency is free to cite other criteria indicating high levels of accomplishments as appropriate. Examples of this include: a) career achievements that are recognized throughout the agency and/or are acknowledged on a national or international level (e.g., as evidenced by receipt of major career-related awards and honors); b) specific achievement of significant cost reduction or cost avoidance; c) successful use of human resources as evident through high workforce



productivity and/or effective development and recognition of

subordinates; d) demonstration of personal initiative and innovation; e) substantial improvements in quality of work, efficiency, and/or timeliness of service; f) unusual levels of cooperative effort with other Federal agencies, governmental jurisdictions, and/or the private sector. For each of the criterion cited, specific examples should be provided.

3. Form of Recognition: The Distinguished Executive Award will consist of a lump-sum cash payment of \$20,000, a distinctive gold pin, and a framed certificate signed by the President. Traditionally, the President has personally presented these awards in an annual White House ceremony.

The Meritorious Executive Award will consist of a lump-sum cash payment of \$10,000, a distinctive silver pin, and a framed certificate signed by the President. Traditionally, there has been a government-wide reception to honor the awardees.

4. Nomination Procedures: The Office of Personnel Management (OPM) will issue an annual call for nominations which will be forwarded to the Bureau of Prisons by the Department of Justice. The deadline dates will be contained in this specific call. Nominations must be submitted with a cover letter from the head of the agency. If the agency nominates more than one individual for the same rank, the cover letter must indicate the agency's order of priority. Each nomination must contain: a) OPM Form 1390, Executive Personnel Transaction; b) a concise one-page summary of the nominee's federal employment history, including date, agency, position title, and grade of each position held; c) a justification statement, not to exceed approximately two pages; d) full name of nominee (as it should appear on any award certificate); e) social security number; f) date of birth; and g) home mailing address. The statement should address the nominee's accomplishments, in terms of the nomination criteria, in a concise, specific manner.

5. Selection Procedures: Nominations will be submitted to the Director through the Human Resource Management Division SES Coordinator. The Director will submit nominations to the Senior Executive Resources Board (SERB). The SERB makes recommendations to the Attorney General who transmits the Department's award nominees to OPM. OPM reviews all executive department award nominations and transmits them to the President as final nominations for his consideration.

## **1102. SES PERFORMANCE AWARDS (BONUSES)**

1. Introduction: Performance awards, commonly called "bonuses," recognize and reward excellence over a one-year performance appraisal cycle by career SES appointees.

2. Evaluation Criteria: To be eligible for such awards, an

individual must: a) be an SES career appointee as of the end of the performance appraisal period; and b) have at least a "fully successful" rating in the most recent performance rating of

record. Considerable judgment should be exercised when determining the appropriate amount of bonuses for SES career appointees with less than a full year of service.

3. Form of Recognition: A bonus may not be less than 5 percent nor more than 20 percent of basic pay as of the end of the performance appraisal period.

4. Nomination Procedures: Nominations will be submitted to the Director through the Human Resource Management Division SES Coordinator.

5. Selection Procedures: The Director will submit nominations to the SERB. The SERB makes recommendations to the Attorney General.

#### **1103. SES SUPERIOR ACCOMPLISHMENT INCENTIVE AWARDS**

1. Introduction: These awards may be given at any time when circumstances warrant this recognition. All SES members, regardless of appointment, are eligible.

2. Evaluation Criteria: These awards recognize a suggestion, an invention, or a special act or service (a non-recurring contribution, a scientific achievement, or an act of heroism) that has significant tangible and/or intangible benefits.

3. Form of Recognition: These awards may be monetary or non-monetary. The tangible and intangible benefits charts (found on pages 2-7 through 2-9 of Chapter 2) should be used to determine the appropriate dollar amount. Superior accomplishment awards may not be used to circumvent either the statutory or regulatory provisions concerning the limitations on eligibility for performance bonuses, the limitations on the size of individual performance bonuses, or the limitations on the total amount of funds available to pay performance bonuses.

4. Nomination Procedures: Nominations will be submitted to the Director through the Human Resource Management Division SES Coordinator.

5. Selection Procedures: The Director will submit nominations to the SERB. The SERB makes recommendations to the Attorney General.

#### **1104. COMPARISON OF SES AWARD PROGRAMS**

1. The President may pay a cash award to, and incur necessary expense for the honorary recognition of, an employee who: (1) by his/her suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other

improvement of Government operations; or (2) performs an

exceptionally meritorious special act or service in the public interest in connection with or related to his official employment. A Presidential award may be received in addition to an agency award.

During any fiscal year, the President may award to any career appointee in the Senior Executive Service the rank of: (1) Meritorious Executive for sustained accomplishment, or (2) Distinguished Executive for sustained extraordinary accomplishment.

2. Please refer to FPM Supplement 920-1, Subchapter S9, for a chart comparing SES award programs.

#### **1105. THE PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE**

1. Introduction: The President's Award for Distinguished Federal Civilian Service is the highest honor the Federal Government can bestow upon a career employee in recognition of exceptional achievements that are of unusual benefit to the Nation. This award recognizes individuals whose outstanding achievements have improved Government operations or served the public interest, and exemplify to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the Government.

2. Evaluation Criteria: The award may be presented for the best achievements having current impact in improving Government operations or serving the public interest. These achievements shall exemplify one or more of the following: a) imagination in developing creative solutions to problems in Government; b) courage in persevering against great odds and difficulties; c) high ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act or credit to the Government and the country; and d) a long and distinguished career service.

The importance of the achievements to the Government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than can be granted by the head of the agency in which he or she is employed.

3. Form of Recognition: The individual selected to receive this award will receive a gold medal, a citation signed by the President, and a lapel rosette made from the ribbon on which the medal is suspended. Normally, only five such awards are granted annually and presented by the President, "with profound appreciation, highest esteem, and great personal satisfaction."

4. Nomination Procedures: Nominations for the awards will be requested by OPM through the Department of Justice. The BOP Incentive Awards Coordinator will be responsible for notifying all CEO's in a timely manner when nominations are being accepted and for providing the necessary nomination forms. Nominations of individuals of all grade levels may be generated.

5. Procedures: Each nomination will be endorsed by the institution Warden, routed to the Regional Director to Benefits, Awards, and Professional Development (BAPD), Human Resource Management Division (HRMD), Central Office. Central Office Administrators should forward their nominations through their respective Assistant Directors. The nominations will be forwarded to the Director for approval and then to the Department of Justice. Recipients of the award are selected by the President.

#### **1106. PRESIDENTIAL MANAGEMENT IMPROVEMENT AWARDS**

1. Introduction: The Presidential Management Improvement Awards are designed to encourage and recognize Federal civilian and military personnel for their ideas and other achievements beyond job requirements that result in significant benefits to the Government.

2. Evaluation Criteria: These awards are granted to those individuals, small working groups, and teams or task forces, recommended by their respective agencies that have most improved Government operations and services to the public. In addition to verified tangible benefits of \$250,000, any or all of the following criteria will be applied in the screening of nominations: (1) reduction of operating costs; (2) better use of staff or material resources; (3) elimination of fraud, waste, or abuse; (4) reduced budget requests (from previous levels); (5) widespread or Government-wide application; (6) degree of simplification, improved performance, or creativity involved; and (7) increased output, especially to the public. Candidates for Presidential Management Improvement Awards must have received or have been recommended for a Presidential Letter of Commendation, at the time of nomination.

3. Form of Recognition: The individuals selected to receive these awards will receive engraved plaques presented by the Vice-President.

4. Nomination Procedures: Nominations for these awards will be requested by OPM through the Department of Justice. The BOP Incentive Awards Coordinator will be responsible for notifying all CEO's in a timely manner when nominations are being accepted and for providing the necessary nomination forms and information.

5. Selection Procedures: Each nomination will be endorsed by the institution Warden, routed to the Regional Director, and forwarded to BAPD, HRMD, Central Office. Central Office Administrators should forward their nominations through their respective Assistant Directors. The nominations will be forwarded to the Director for his/her approval and then to the Department of Justice. Recipients of the award are selected by the President.

#### **1107.       PRESIDENTIAL LETTERS OF COMMENDATION**

1. Introduction: Presidential Letters of Commendation are designed to recognize civilian and military personnel for suggestions, inventions, or special achievements beyond job requirements.

2. Evaluation Criteria: This award will recognize civilian and military personnel (at all levels) whose contributions (suggestions, inventions, special acts or achievements) are beyond job requirements and result in tangible benefits of \$250,000 or more; or present exceptional management improvement contributions of equal benefit to the Government in areas that have Presidential interest and concern.

3. Form of Recognition: The individuals selected to receive these awards will receive personal letters of commendation signed by the President which are sent to the agency head for appropriate presentation.

4. Nomination Procedures: Nominations for Presidential letters may be submitted at any time.

5. Selection Procedures: Each nomination will be endorsed by the institution Warden, routed to the Regional Director, and forwarded to BAPD, HRMD, Central Office. Central Office Administrators should forward their nominations through their respective Assistant Directors. The nominations will be forwarded to the Director for his/her approval and then to the Department of Justice who, in turn, will forward same to OPM. Recipients of the letters are selected by the President.